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**NAVY RECRUITING MANUAL-ENLISTED  
COMNAVCRUITCOMINST 1130.8J**

**VOLUME IV – PROGRAMS AND  
CLASSIFICATION**



**COMMANDER, NAVY RECRUITING COMMAND**

**MAY 2011**

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Commander, Navy Recruiting Command

**NAVY RECRUITING MANUAL-ENLISTED**  
**VOLUME IV – PROGRAMS AND CLASSIFICATION**

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## CHAPTER 1

### ACTIVE COMPONENT PROGRAMS

#### SECTION 1

##### NUCLEAR FIELD PROGRAM

**010101. GENERAL.** This program enlists personnel in the Active Duty Navy with a Nuclear Field (NF) designation and guarantees entry into a Class “A” School that prepares the enlistee for further NF Program training. The program includes training of Naval Nuclear Propulsion Plant Operators for both the nuclear submarine and surface ship operational and support programs. Applicants who enlist in the NF Program and volunteer for submarine duty must understand they may not be assigned nuclear submarine duty. Needs of the service dictate ultimate assignment after completing nuclear power training. Recruiters and Classifiers must inform NF Program applicants of the opportunities provided to them and the importance of their enlistment in this program. The NF Coordinator is responsible for program eligibility and program eligibility determinations and must be involved with **all** NF pre-enlistment processing to ensure proper documentation and eligibility.

**010102. QUALIFICATIONS.** All applicants must meet the requirements listed below. Every applicant who meets one of the criteria listed in Article 040108a and is otherwise NF Program enlistment eligible should be administered the Navy Advanced Programs Test.

#### a. Education

(1) **HSDG Required.** Applicants for the NF Program must be HSDG from a state-accredited high school and coded as “12L”. Applicants who (1) attended any non-traditional program during high school or (2) attained HSDG status by any means other than a state-accredited high school diploma or (3) graduated from a foreign high school, require a NF Type 2 Non-Traditional Education Determination.

(2) **Transcripts.** NF candidates must provide complete high school transcripts. These transcripts must be included in the Enlisted Service Record.

(3) **Algebra.** Applicants must have completed one year of high school or college level algebra. The NAVCRUITDIST ESS, R-OPS , or CO verifies the applicant’s final algebra grade and documents DD Form 1966, Section VI, Remarks, in case (a) or any math class used to determine eligibility in case (b) below.

(a) **No Final Mark.** Applicants whose academic transcript indicates semester or quarter hours but no final mark for algebra, except in the case where all quarter or semester marks indicate a full “C” or higher.

(b) **Numeric Grade.** Applicants whose academic transcript indicates a numerical algebra grade without providing a number-to-letter conversion scale.

(c) **New York High Schools.** For applicants who attended high school in the State of New York, the first course in the Sequential Mathematics Series is considered equivalent to high school Algebra I. Eligibility based upon completing subsequent courses in the series is determined on a case-by-case basis by NAVCRUITCOM (N33) and DCNO (N133D).

(d) **Algebra Equivalents.** Some states or educational institutions may have courses which are the equivalent of a full year of algebra, but are identified by another descriptor. Fair and expeditious processing requires the NAVCRUITDIST ESS to review documentation for the questioned course to determine whether the criteria of one full year of Algebra I or higher-level algebra is met. This also includes foreign math courses. Do not include “Pre-Algebra” type courses. An accredited institution must still issue diplomas and transcripts or an eligibility determination **must** be obtained for foreign/non-accredited education. Use the following DD Form 1966, Section VI, Remarks, entry to document approval of non-Algebra titled course(s):

**(Date): Determination of (course), taken in the \_\_\_\_\_ grade, to be the equivalent of one full year of Algebra has been made by (NAVCRUITDIST ESS) on (date). (Name and rank of person making entry).**

(4) **Motivation for Academic Study.** Enlistment in the NF Program will be denied to any individual who actively expresses a strong dislike for mathematics and physics. The curriculum at Nuclear Power School and NF Class “A” School emphasizes mathematics, physics, and related topics. Anyone with an aversion to these disciplines will not be properly motivated and will likely be an academic failure if accepted into the Nuclear Field.

(5) **Eligibility.** Use Exhibit 010101 to determine a candidate’s eligibility based on high school/college math grades, time since each math course, and junior/senior year grade point averages.

b. **Character.** DD Form 369 (Police Record Checks) must be submitted on **all** applicants being enlisted into the NF Program and completed prior to shipping.

c. **Drug Usage.** Refer to Volume II for program eligibility.

d. **Citizenship**

(1) Must be U.S. citizen.

(2) Applicants holding dual citizenship are not eligible. Applicants must formally renounce their foreign citizenship and then submit a NF Type 2 Determination.

(3) Applicants must answer “No” to all questions in the "ASSOCIATION RECORD" section of the SF 86 to be eligible.

(4) If any of the following criteria apply, send a Nuclear Field Type 2 Determination to NAVCRUITCOM (N33):

(a) Applicant is a naturalized U.S. citizen.

(b) Applicant is now, or has been, employed by or is now, or has been, an agent of a foreign country.

(c) The applicant’s spouse or one or both of the applicant’s parents, step-parents, or guardians are not U.S. citizens.

(d) Applicant has immediate family members or other persons to whom they are bound by affection or obligation residing in any foreign country except when such family members or other persons are in that country under the auspices of the U.S. Government.

(e) A NF Type 1 Determination must be submitted if the applicant was born in the U.S. but their spouse or one or both of their parents, step-parents, or guardians are naturalized U.S. citizens.

e. **RTC Medical Screening and Physical.** All applicants shall sign the NAVPERS 1070/613 Nuclear Field Medical Statement of Understanding acknowledging that RTC will conduct a comprehensive medical screening and physical to determine eligibility. A signed copy must be inserted into the applicant’s Enlisted Service Record with another copy in their residual file. This page 13 is available electronically in a PDF fillable format on the NAVCRUIT Forms web page.

f. **Financial.** Applicants must have a clear financial record. Applicants answering “Yes” to any of the financial questions on the SF-86 involving past delinquencies that have since been paid or settled and are no longer outstanding must submit a Type 1 Determination. All other “Yes” answers that involve unresolved/collected accounts, past bankruptcies, repossessions, or failure to pay taxes must submit a Type 2 determination.

g. **Age.** Applicants must be younger than 25 years of age by their shipping date.

h. **Navy Advanced Placement Test (NAPT).** Refer to Volume IV, Chapter 4, Section 1.

### **010103. NUCLEAR FIELD ELIGIBILITY PRE-SCREENING AND DETERMINATIONS PROCESSING.**

a. Eligibility Pre-screening. Send completed Nuclear Field Eligibility Worksheets (NFEW) to NAVCRUITCOM (N33) for all applicants to the NF and contact N33 to acknowledge receipt. If the applicant does not require a NF eligibility determination for any requirement listed in section 010104 below, the applicant may be enlisted into the NF without further delay, however N33 may direct submission of additional documents to support a NF program eligibility determination for

any applicant who appears to warrant further screening. Any applicant requiring an Academic determination in conjunction with any other three determinations is ineligible for NF program enlistment. NO DETERMINATIONS WILL BE GRANTED IN THIS CASE.

b. Requests for Eligibility Determinations. Send all requests for NF program eligibility determinations to NRC (N33) for review and referral to the appropriate approval authority. **NOTE:** Most NF program eligibility determinations require review and approval outside of NRC making it difficult to accurately predict turn-around time for these determinations. However, for Type 1 determinations, expect a response within one week. Type 2 determinations generally take between one and two months.

c. NF Eligibility Determination Processing. All NF eligibility determinations will be entered onto the NFEW electronic Excel spreadsheet obtained from NAVCRUITCOM (N33). The NF Coordinator shall enter all pertinent information onto the NFEW screening form. The NFEW screening form will calculate line scores to assist in determining eligibility for the Nuclear Field. After all eligibility determination conditions are entered on the NFEW screening form, the NFEW screening form will indicate if the eligibility determination will be processed as a NF Type 1 or NF Type 2 eligibility determination. Regardless of whether the determination is approved/disapproved document the results of each separate determination on DD Form 1966, Section VI, Remarks as indicated in Volume III, Chapter 1, Section 2 of this manual.

Each will be processed as indicated below:

d. NF Type 1 Eligibility Determinations. When data entered on a NFEW screening form results in direction to submit a NF Type 1 eligibility determination, use the following procedures:

(1) Assemble the documents that are indicated with a #1 on the NFEW screening form.

(2) Fax or email the NFEW screening form with required documents to NAVCRUITCOM (N33) for disposition.

e. NF Type 2 Eligibility Determinations. When data entered on a NFEW screening form results in direction to submit a NF Type 2 eligibility determination, use the following procedures:

(1) Assemble the documents indicated with a #2 on the NFEW screening form.

(2) Fax or email the entire NF Type 2 eligibility determination to NAVCRUITCOM (N33).

(3) NAVCRUITCOM (N33) will contact the cognizant NAVCRUITDIST with the final disposition.

f. Candidates requiring a NF eligibility determination should include college academic records, if applicable, to assist in the eligibility determination authority's evaluation of the candidate's academic motivation. College records will aid in the screening process of candidates with marginal high school performance. A copy of all eligibility determinations conducted must be included in the applicant's record prior to shipping to RTC.

**010104. NUCLEAR FIELD ELIGIBILITY DETERMINATION REQUIREMENTS**

a. Type 1 Citizenship. When an applicant is born in the United States of one or both naturalized U.S. citizen parents, or the applicant's stepparents, guardian, or spouse are naturalized U.S. citizens, a Type 1 Citizenship (vice Type 2 eligibility determination) is required.

b. Type 1 Academic. See Exhibit 010101.

c. Type 1 Drug. Refer to Exhibit 020903, Block A, for program eligibility requirements.

d. Type 1 Civil

(1) Applicants who admit to having been arrested for, charged with, or convicted of any offense whatsoever, regardless of the final disposition, may not enlist in the Nuclear Field Program without an eligibility determination. The only exceptions to this rule are applicants who admit to, have been charged with, or have been convicted of five or less minor traffic offenses (**except** Contempt of Court for minor traffic violations and Failure to Appear, which require a Type 1 civil determination) over the past two years may enlist without a character eligibility determination and, applicants who admit to, have been charged with, or have been convicted of **one** of the following misdemeanors, may enlist in the Nuclear Field Program without a character program eligibility determination (a BEERs determination may still be required):

- (a) Disorderly conduct.
- (b) Drunk in public; drunk and disorderly.
- (c) Purchase, possession, or use of tobacco products by minors.
- (d) Open container of alcoholic beverage.
- (e) Purchase, possession, or consumption of alcoholic beverages by minors.
- (f) Malicious mischief prior to age 16.
- (g) Petty larceny prior to age 16 (value less than \$100), to include shoplifting.
- (h) Vandalism.
- (i) Violation of fireworks laws.
- (j) Violation of fish and game laws.
- (k) Curfew violations.

**Note:** This list only applies to offenses that occur prior to DEP-in.

(2) When an applicant admits to, has been charged with, or arrested for (regardless of the ultimate disposition of the charge or arrest), or has been convicted of any offense other than those listed above, or of more than one of the listed misdemeanors, or of more than one occurrence of any of the listed misdemeanors, submit a NF Type 1 eligibility determination. In some cases, NAVCRUITCOM (N33) will direct the submission of a NF Type 2 eligibility determination depending upon the seriousness of the civil involvement. Include previous civil involvement in all subsequent civil determinations. In submitting such requests, keep in mind the following guidelines, which will be applied by the reviewing authorities:

(a) Any person convicted of, or who has been identified as having committed, a serious crime shall not be accepted. A serious offense is considered to be one that includes misconduct of a kind punishable by dishonorable discharge or confinement for more than one year, as set forth in the Table of Maximum Punishments, Appendix 12, Manual for Courts Martial, United States (2008 Edition) (refer to Section 8 for examples of felonies).

(b) Any person convicted of, or who admits to the commission of, repeated minor offenses may be accepted. A minor offense is considered to be one as defined by the Manual of Courts Martial, United States (2008 Edition) paragraph V 1.e (refer to Section 8 for examples of minor offenses).

(c) Any single minor offense that involves moral turpitude, or evidences unreliability, such as theft (including shoplifting), assault and battery, carrying a concealed weapon, etc., may be considered disqualifying depending on the nature of the specific offense and the attending circumstances.

(d) Individuals with a record of more than five minor traffic offenses in the past two years or an overall driving record with a history of repeated offenses or accident must have their cases reviewed for evidence of unreliability, recklessness of character, or basic disregard for properly constituted authority.

e. Type 1 Civil in DEP. Submit a NF Type 1 eligibility determination for any offense that occurs while the applicant is in the DEP, except for minor traffic violations, which would not normally require a determination.

f. Type 1 Financial. Submit NF Type 1 eligibility determination for all matters involving past delinquencies that have since been paid or settled and are no longer outstanding. This does not include past bankruptcies, repossessions, or failure to pay taxes.

g. Type 2 Non-Traditional Education. An applicant that requires a non-traditional education eligibility determination must be given the NAPT to better assess their ability to succeed in the NF. The eligibility determination and the kit must document a District ESS' review of the applicant's academic background and determine that the applicant's scholastic preparation is commensurate with that of a HSDG from a State accredited high school. A non-traditional education eligibility determination is required if any of the following conditions are met:

(1) An applicant who completed any high school math course through a curriculum other than a traditional classroom setting (this includes home school) requires a non-traditional education eligibility determination. The exception to this is if the applicant has followed up with at least one full year of traditional qualifying math. (College courses are exempt unless part of the high school program, and online courses other than math are exempt).

(2) An applicant attains HSDG status by any means other than graduation from a State accredited high school requires a non-traditional education eligibility determination. Education codes 8, B, F, G, H, and M will require a non-traditional education eligibility determination. Education codes D, K, and N require a non-traditional education eligibility determination if the applicant did not graduate from a traditional State accredited high school. For example, an applicant that did not complete high school but went to college and attained his Associate Degree would be coded as “14D”, but would require a non-traditional education eligibility determination.

(3) An applicant that graduates from a foreign, non-DoD high school requires a non-traditional education eligibility determination. If the applicant attended a foreign high school but graduated from a DoD or U.S. State accredited high school, a non-traditional education eligibility determination is not required.

h. Type 2 Prior Service. For the purpose of enlistment into the NF Program, prior service applicants are defined as anyone who has served one or more days of active duty or reserve service, including the National Guard, reservists, service academy and ROTC dropouts, and anyone who has been to RTC. Submit a Type 2 eligibility determination for all prior service NF applicants. This “prior service” definition is for NF eligibility only. NF applicants with less than 180 days of prior service will continue to be decremented against Non-Prior Service (NPS) goal.

i. Type 1 DEP Discharge. An applicant who has been DEP discharged from any branch of service for any reason requires a Type 1 determination with a thorough explanation of the circumstances. No determination is required if the applicant was discharged for the sole purpose of reclassifying into the NF.

j. Type 2 Citizenship. Refer to Volume IV, Section 1 for eligibility determination requirements.

k. Type 2 Financial. Refer to Volume IV, Section Article 010102.F for eligibility determination requirements.

l. Type 2 Age. Applicants who are older than 25 when they ship to RTC require a Type 2 Age eligibility determination.

m. Type 2 Drug (Drug use while in DEP). If any eligibility determination had previously been granted for drug usage prior to DEP-in, the individual is ineligible for the Nuclear Field Program. No determination will be approved. If a drug eligibility determination was not previously required, then a NF Type 2 eligibility determination for marijuana use while in DEP may be submitted (following the mandatory 90 day waiting period from the positive NIDT).

n. Type 1 NAAPT Retest. Refer to Chapter 4 Section 1 for eligibility determination requirements.

o. Type 2 Academic + Drug or Civil. Although no extra documentation is required, any academic and drug or academic and civil determination will be routed as a Type 2 determination.

**010105. DELAYED ENTRY NUCLEAR FIELD PROGRAM (DEN).** The DEN status was developed to allow provisional enlistment into the Nuclear Field while waiting high school transcripts or NF eligibility determination disposition. Only those applicants who have a high probability of being accepted into the NF Program will be permitted to enlist as a DEN. DEN enlistment authority shall not be delegated below the NAVCRUITCOM level. Enlistment of applicants eligible for DEN will be processed using the procedures below.

a. If awaiting a NF eligibility determination:

(1) Final determination approval must be received prior to shipping applicants to RTC with a NF guarantee. Requests for DEN will be submitted to NAVCRUITCOM (N33) on a NFEW screening form with the letters “DEN” clearly marked in the remarks section. All eligibility determination reasons will be annotated on the NFEW screening form requesting DEN authority and include available supporting eligibility determination documentation. If enlistment into DEN is approved, submission of NF eligibility determination (with all supporting documentation) must be submitted to NAVCRUITCOM (N33) as soon as documentation is available. Once NF eligibility determination disposition is received, the applicant must be reclassified into the NF DEP or cancelled out of DEN status. Applicants in a DEN status will be precluded from being confirmed on ship date. Applicants awaiting eligibility determinations should not normally remain in DEN status for greater than 30 days from contracting.

(2) DENs awaiting eligibility determinations must be written to ship no earlier than 30 days from the contracting date to allow NF eligibility determination processing.

(3) Upon approval/disapproval, a DEN must be converted to NF DEP via CHGACC or cancelled (as appropriate) by the MEPS Classifier.

b. If unable to obtain high school transcripts due to school closure:

(1) Obtain a handwritten statement from the applicant regarding applicable grades and requirements of Exhibit 010101 (i.e., withdrawals, drops, and time since each class). If the applicant is eligible, NAVCRUITCOM (N33) will grant a DEN to allow provisional enlistment until the requirements of Exhibit 010101 can be verified. Applicants awaiting transcripts should not remain in DEN status for greater than 100 days from contracting.

(2) When the transcript is received, personnel making service record entries **MUST** verify that the applicant is still eligible for the Nuclear Program and submit all applicable eligibility determinations.



(3) Do not submit any eligibility determination (i.e., civil or financial) without a high school transcript. Once the transcript is obtained, eligibility determinations may be submitted.

c. Prior to contracting, brief and have the applicant sign the NAVPERS 1070/613, *Delayed Enlistment Nuclear (DEN) Administrative Remarks* stating they understand that they are being permitted classification into the Nuclear Program pending eligibility determination disposition from higher authority. The DEN page 13 is electronically available in a PDF fillable form on the NAVCRUITCOM Forms web page. Ensure they understand that if higher authority disapproves their eligibility determination request, they will have the option to reclassify or be released from contract.

d. NF applicants who are awaiting a medical determination must also sign the NAVPERS 1070/613, *Delayed Entry Medical (DEM) Program Administrative Remarks* prior to contracting. Ensure they understand that they are being permitted classification in the Nuclear Program pending a medical determination disposition from higher authority, and that if higher authority determines that a medical determination is not appropriate, the applicant will be disqualified for enlistment and will be discharged from the DEP.

e. Seats bought through the DEN option will appear on the NETCON, AAQAL, and DEPQAL. DENs may not be converted to NF DEP until receipt of final written determination approval.

**010106. APPRENTICESHIP.** All applicants shall be enlisted in the **Fireman Apprenticeship**.

**010107. TERM OF ENLISTMENT.** Applicants must enlist in the U.S. Navy for four years and concurrently execute a NAVPERS 1070/621 Agreement to Extend Enlistment for 24 months. Specific wording of the extension narrative is:

**“Training in the Nuclear Field Program and advancement to E4 per MILPERSMAN Articles 1160-040 and 1510-030. I understand that this extension becomes binding upon execution, and thereafter may not be cancelled, except as set forth in MILPERSMAN Article 1160-040. In particular, I understand that when I accept advancement to E4 12 months of this agreement may not be cancelled whether or not I complete Nuclear Power or Advanced Training.**

**This is my first enlistment.**

**Total aggregate of extension: 24 months.”**

**010108. GENERAL APPRENTICESHIP AND PAYGRADE**

a. **Entry Paygrade.** All accepted applicants are enlisted in paygrade E3 upon entry onto active duty. Advancement to paygrade E4 is authorized **only** after enlistees complete all advancement in rate requirements (to include minimum time in rate) and Class “A” School provided they maintain eligibility.

b. **Class “A” School Non-Completion.** The member will be administratively reduced in paygrade to E2 or E1, depending upon their time in rate on the disenrollment date, if they do not complete NF Class “A” School for any reason.

c. **Conditions.** Disenrollment from the program due solely to not volunteering is not authorized. Extension cancellations are not authorized. Extension cancellation due to disenrollment from, or non-enrollment in, advanced training is per MILPERSMAN ARTICLE 1160-040. Applicants must be specifically counseled that:

(1) If advancement to E4 has been accepted, one year of the extension is binding whether or not advanced training is completed.

(2) If found not desirable for program continuation, and advancement to E4 has not been accepted and advanced training has not commenced, enlistees retain their current paygrade and the extension agreement is cancelled.

(3) If found not desirable for program continuation, and automatic advancement has not been accepted but advanced training has commenced, enlistees will be required to repay three months additional obligated service (beyond the four-year point) for each month of advanced training received up to a maximum of two years additional obligated service.

(4) If all advanced training is completed but advancement to E4 is not accepted the two-year extension is still effective as the enlistee completed the advanced training.

(5) Enlistees retain the choice of whether to accept advancement to E4. If accepted, enlistees are bound for five of the six years. Regardless of acceptance of E4 the Chief of Naval Personnel decides whether to order enlistees to advanced training. This decision is based on the probability of successful advanced training completion and does take into account the enlistee’s motivation and Class “A” School performance. Enlistees who are qualified for advanced training are ordered to that training based on their qualifications and not the decision regarding advancement to E4.

#### **010109. NUCLEAR FIELD CLASS “A” SCHOOL**

a. **Ratings.** All enlistees will attend the NF Class “A” School for training in one of the following ratings:

(1) Electronics Technician (ET)

(2) Electrician’s Mate (EM)

(3) Machinist’s Mate (MM)

b. **No Guarantees.** Enlistees are not guaranteed a specific Class “A” School.

**010110. TRAINING CYCLE.** NF personnel are transferred from one phase of training to the next without undue delay. Enlistees are normally assigned to NF Class “A” School immediately after completion of Recruit Training, NAVET Classification and Outfitting at Recruit Training, or OSVET training, as applicable. The normal training cycle is:

- a. Recruit Training (Great Lakes, IL).
- b. NF Class “A” School (Charleston, SC).
- c. Basic Nuclear Power Course at Nuclear Power School (Charleston, SC).
- d. Nuclear Propulsion Plant Operator Course at Nuclear Power Training Unit (Ballston Spa, NY or Charleston, SC). Selected graduates of mechanical operator training are given additional training as Engineering Laboratory Technicians (ELT) or Propulsion Plant Operator Welders.
- e. **Duty Assignment.** After prototype training, nuclear propulsion plant operators are assigned to duty per the needs of the Navy.

**010111. DISPOSITION OF THOSE WHO FAIL TO QUALIFY.** Enlistees failing to graduate from any phase of training are not eligible for further NF Program training without prior approval from DCNO (N133D).

**010112. NUCLEAR FIELD STATEMENT OF UNDERSTANDING.** All applicants must read and sign NAVPERS 1070/613 NF Statement of Understanding which is available electronically on the NAVCRUITCOM Forms web page. The signed NF Statement of Understanding and NAVCRUIT 1133/52 Enlistment Guarantees must be placed in the recruit’s Enlisted Service Record with copies to the residual file. Additionally, NF Program enlistees are eligible for an Enlistment Bonus (EB), Navy College Fund (NCF), or combination of EB/NCF. **Applicants cannot change their decision once an option is selected.** Annotate the applicant’s decision accordingly on the NAVCRUIT 1133/52 and NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding as per VOL IV, Chapter 3, Section 5.

**010113. NUCLEAR FIELD APPLICANT PRE-SHIP SCREENING.** All NF Future Sailors must be screened within 30 working days prior to shipping to re-verify eligibility. The EPDS or the NF Coordinator is required to complete the NF Pre-Ship Screening certificate (available on the NRC Directives web page). The screening can be conducted in person or by telephone. Upon screening completion the EPDS or NF Coordinator shall verify the applicant’s eligibility and ensure appropriate determinations are submitted as necessary. The completed NF Pre-Ship Screening certificate shall be signed by the EPDS or NF Coordinator and the applicant if the interview is conducted in person. A copy shall be placed in the enlistment and the residual file. Exhibit 010103 provides instructions and provides the basis for each question. It should be consulted to determine if the applicant has maintained their eligibility for the Nuclear Field. It also serves as a guide to the interviewer.

**010114. NUCLEAR FIELD ACCESSION DATA COLLECTION.** NAVCRUITCOM (N33) will collect data on all applicants accepted into the nuclear field for comparison with NNPTC graduation/drop data and future analysis of program eligibility requirements. This data will be used for no other purpose and shall be limited to the following: date, name, NAVCRUITDIST, education code, age, AFQT, EL and NUC composites, NAPT score (if taken), math points, high school GPA and high school class rank (if known) and NF program determinations granted.

**EXHIBIT 010101. NUCLEAR FIELD PROGRAM ACADEMIC ELIGIBILITY**

1. BASIC: Must pass one full year of high school or college level algebra, which may have been taken prior to high school (Reference: Article 010102a(3)). If not, the applicant is ineligible for the NF program.

**2. DETERMINATION REQUIREMENTS:**

a. Academic determinations are automatically required for any of the following circumstances:

- (1) Greater than five years since the last qualifying math course was completed and passed.
- (2) Received a final, semester or quarter grade of 'D' or below in **any** high school math class.
- (3) Withdrew from or repeated any portion of any high school math class.
- (4) Received a final or semester GPA of less than 2.0 or 'C' equivalent in the junior or senior year of high school.
- (5) Applicant's EL and NUC composite scores are both <245 (VE+AR+MK+MC<245 and AR+MK+EI+GS<245).

b. 50 Point System:

(1) Assign the values from the following table to each qualifying math course the applicant has completed within the specified time frame. Point values are for FULL YEAR courses. Divide by 2 for semesters, by 3 for trimesters, etc. If partial year **and** final grades are assigned you can use either to calculate points. Time since is based on date of screening.

(2) Qualifying math courses are: Algebra (I, II, III), geometry, trigonometry, pre-calculus, calculus, differential equations, linear algebra, advanced algebra, number theory, theoretical math or any higher level math course as determined by the NRD EDSPEC, R-OPS or CO. Contact NRC (N33) if any doubt exists as to whether a course is a qualifying math.

(3) If the applicant takes the NAPT, award one point for every point scored **above** 60. For example, if the applicant scored 69 on the NAPT, add 9 to their table total.

(4) If the applicant's "Math Score" is 50 or higher, **and** he/she doesn't automatically trigger a determination requirement from 2.a. above, no academic determination is required.

(5) All NF applicants' Math Scores will be entered on DD Form 1966/4 remarks section. Sample entry:

(Date): NF Math Score calculated IAW CRUITMAN Volume IV Exhibit 010101. Total Points obtained: \_\_\_\_\_.

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(Type or print name, grade/title of certifying individual)

**EXHIBIT 010101. NUCLEAR FIELD PROGRAM ACADEMIC ELIGIBILITY** (continued)

<b>50 POINT SYSTEM FOR MATH FINISHED WITHIN THE PAST:</b>					
<b>GRADE/TIME</b>	<b>5 YRS</b>	<b>4 YRS</b>	<b>3 YRS</b>	<b>2 YRS</b>	<b>1 YR</b>
<b>A</b>	15	20	25	30	40
<b>B</b>	12.5	17.5	22.5	27.5	35
<b>C</b>	10	15	20	25	30
<b>D</b>	0	0	2.5	5.0	10
<b>FAIL</b>	0	0	0	0	0

**Exhibit 010102. NUCLEAR FIELD PROGRAM MATRIX**

Rating/ School	ASVAB Test Score Qualifications	Minimum NAPT	Vision	NCP	NH	SCE	Mos Oblig Svc	US Cit	Remarks
<b>Nuclear Field (NF)</b>	<b>NFa:</b> VE+AR+MK+MC $\geq$ 252 <b>Or</b> AR+MK+EI+GS $\geq$ 252  <b>NFb:</b> VE+AR+MK+MC $\geq$ 235 <b>Or</b> AR+MK+EI+GS $\geq$ 235 <b>And</b> VE+AR+MK+MC+NAPT $\geq$ 290 <b>Or</b> AR+MK+EI+GS+NAPT $\geq$ 290	55  (55 also for retest)		<b>X</b>		<b>X</b>	<b>72</b>	<b>X</b>	<p><b>Age:</b> At least 17 years old but have not reached 25<sup>th</sup> birthday by ship date (case by case approval for over max age).</p> <p><b>Marijuana:</b> Commanding Officer (1-3X). Commander, Navy Recruiting Command (N33) (4-10X). DCNO (N133D) (more than 10X, and more than 3X if any other enlistment eligibility determinations are required).</p> <p><b>Character:</b> Police Record Checks required (refer to <b>Volume III</b>). Any offense (except minor traffic) in DEP is an eligibility determination (NF Type 1). Paragraph 010104 applies.</p> <p><b>Citizenship:</b> Applicants must meet the requirements of Article 010102d.</p> <p><b>Education/Academic:</b> Must provide complete high school transcripts. Refer to Article 010102a.</p> <p>Must have completed one full year of algebra in HS or college. (Refer to Article 010102a(3)).</p> <p>Note: If a submarine volunteer, must sign NAVPERS 1070/613 for Submarine Volunteer.</p>

## EXHIBIT 010103. NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE INSTRUCTIONS

1. These instructions provide a guide to help you determine the eligibility of NF Future Sailors and to recertify their eligibility prior to shipping. This is not an all-inclusive list of program eligibility. This list of was formulated using the questions the NF Advisors will ask recruits at RTC and provides the interviewer with guidance based on the answer provided by the applicant. The completed Nuclear Field Pre-Ship Screening Certificate (available electronically in a PDF fillable format on the NAVCRUIT Forms web page) will be placed in the applicant's enlistment kit and the NF Advisors will take the applicant's integrity into account if there are discrepancies. **Do not place this exhibit in the enlistment kit.** Stress to the applicant that now is the time to be honest. They have choices now and we can help them.

2. If this instruction sheet states that an eligibility determination "may" be required, refer to the applicable portion of COMNAVCRUITCOMINST 1130.8. If questions still remain regarding determination requirements, contact NAVCRUITCOM (N33) at (901)874-9253/9231.

NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE		
QUESTION	RECERTIFICATION	
	YES	NO
A. Citizenship		
1. Are you a citizen of a country other than the U. S.? <i>If yes, the applicant is not eligible for the NF.</i>		
2. Were you born outside the United States? <i>Data needed to determine eligibility with questions below.</i>		
3. Are you a naturalized citizen? <i>If YES, applicant requires a Type 2 citizenship determination.</i>		
4. Are you a dual citizen? <i>If YES, the applicant is not eligible for the NF.</i>		
5. Were any of your parents, stepparents, guardians, or your spouse born outside of the United States? <i>If YES, the applicant may require a citizenship determination. Determination required if any of the above are naturalized U. S. citizens or citizens of other countries.</i>		
6. Are any of your parents, stepparents, guardians, or your spouse citizens of a foreign country? <i>If YES, the applicant requires a Type 2 citizenship determination.</i>		
7. Are any of your parents, stepparents, guardians, or your spouse naturalized U. S. citizens? <i>If YES and applicant was born in the U.S., applicant requires a Type 1 citizenship determination. If YES and applicant was born outside the U. S., applicant requires a Type 2 citizenship determination.</i>		
8. Is anyone in your immediate family residing outside the United States? (Family members who are employed or contracted by the U. S. government are exempt.) <i>If YES, the applicant requires a Type 2 citizenship determination.</i>		



# EXHIBIT 010103. NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE INSTRUCTIONS

(CONTINUED)

NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE		
QUESTION	RECERTIFICATION	
	YES	NO
<b>B. Prior Service</b>		
1. Have you ever served in the Armed Forces (i.e., active duty, Reserve, or the National Guard)? <i>If YES, the applicant requires a Type 2 prior service determination.</i>		
2. Have you ever been disenrolled from any ROTC program or any of the service academies? <i>If YES, the applicant requires a Type 2 prior service determination.</i>		
3. Have you ever been discharged from the Delayed Entry Program for any branch of the Military? <i>If YES, requires a Type 1 Prior Service (DEP Discharge) eligibility determination.</i>		
<b>C. Financial</b>		
1. Have you filed a petition under any chapter of the bankruptcy code? If "Yes," indicate type. <i>If YES, the applicant requires a Type 2 financial determination.</i>		
2. Have you had any possessions or property voluntarily or involuntarily repossessed or foreclosed? <i>If YES, the applicant requires a Type 2 financial determination.</i>		
3. Have you failed to pay Federal, State, or other taxes, or to file a tax return, when required by law or ordinance? <i>If YES, the applicant requires a Type 2 financial determination.</i>		
4. Have you had a lien placed against your property for failing to pay taxes or other debts? <i>If YES, the applicant requires a Type 2 financial determination.</i>		
5. Have you had a judgment entered against you? <i>If YES, the applicant requires a Type 2 financial determination.</i>		
6. Have you defaulted on any type of loan? <i>If YES, the applicant requires a Type 2 financial determination.</i>		
7. Have you had bills or debts turned over to a collection agency? <i>If YES, the applicant requires a Type 2 financial determination.</i>		
8. Have you had any account or credit card suspended, charged off, or cancelled for failing to pay as agreed? <i>If YES, the applicant requires a Type 2 financial determination.</i>		
9. Have you been evicted for non-payment of financial obligations? <i>If YES, the applicant requires a Type 2 financial determination.</i>		
10. Have you been delinquent on court-imposed alimony/child support payments? <i>If YES, applicant requires Type 2 financial determination.</i>		
11. Have your wages, benefits, or assets been garnished or attached for any reason? <i>If YES, applicant requires Type 2 financial determination.</i>		
12. Have you been counseled, warned, or disciplined for violating terms of agreement for a travel or credit card provided by your employer? <i>If YES, applicant requires a Type 2 financial determination.</i>		

**EXHIBIT 010103. NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE  
INSTRUCTIONS (Continued)**

NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE		
QUESTION	RECERTIFICATION	
	YES	NO
<b>C. Financial (continued)</b>		
<b>13. Have you been over 180 days delinquent on any debt(s)? <i>If YES, the applicant requires a Type 2 financial determination.</i></b>		
<b>14. Are you currently over 90 days delinquent on any debt(s)? <i>If YES, the applicant requires a Type 2 financial determination.</i></b>		
<b>15. Have you EVER experienced financial problems due to gambling? <i>If YES, the applicant requires a Type 2 financial determination.</i></b>		
<b>16. Are you currently delinquent on any Federal debt? <i>If YES, the applicant requires a Type 2 financial determination.</i></b>		
<b>D. Academic</b>		
<b>1. Have you ever failed, withdrawn from, repeated, or received a D in any portion (quarter, semester, or entire year) of a high school math class? This is regardless of reason, or what is stated on your transcripts. <i>If YES and the course was not statistics, business math, or computer math, the applicant requires an academic determination.</i></b>		
<b>2. Have you received an overall GPA of less than 2.0 or “C” equivalent in your junior or senior year of high school? <i>If YES the applicant requires an academic determination.</i></b>		
<b>3. Has it been greater than 5 years since you completed your most recent math class? <i>If yes the applicant requires an academic determination..</i></b>		
<b>E. Non-Traditional Education</b>		
<b>1. Did you complete any high school course at a place other than a traditional high school or college? <i>If YES, a non-traditional education determination may be required.</i></b>		
<b>2. Did you graduate from a non-traditional high school? <i>If YES, a non-traditional education determination is required.</i></b>		
<b>3. Did you graduate from a foreign, non-Department of Defense high school? <i>If YES, a non-traditional education determination is required.</i></b>		
<b>F. Civil/Civil in DEP</b>		
<b>1. Have you ever been charged with or arrested for anything other than a minor traffic violation, even if the charges were dropped? <i>If YES, a civil determination may be required.</i></b>		
<b>2. Do you have a combined total of six or more speeding tickets, parking tickets and moving violations? <i>If YES, a civil determination may be required.</i></b>		

**EXHIBIT 010103. NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE  
INSTRUCTIONS (CONTINUED)**

NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE		
QUESTION	RECERTIFICATION	
	YES	NO
F. Civil/Civil in DEP (continued)		
<b>3. During your time in DEP, have you committed, been arrested for or charged with any crime whatsoever?</b> <i>If YES, a Civil in DEP determination may be required.</i>		
G. Age		
<b>1. When do you turn 25?</b> <i>If the ship date is after the date the applicant turns 25, an age determination is required.</i>		
H. Drug		
<b>1. How many times have you used marijuana?</b> <i>1-3 times requires CO-level NF program determination.</i> <i>4-10 times requires NAVCRUITCOM-level NF program determination.</i> <i>&gt;10 times requires Type 1 Drug determination.</i> <i>If the applicant has used marijuana even once, and requires another determination (such as an academic determination), the determination must be a drug and academic determination.</i>		
<b>2. Have you ever used any other illegal drugs?</b> <i>If yes, the applicant is not eligible for the NF Program.</i>		
<b>3. Have you used any illegal drugs while in DEP?</b> <i>If marijuana use occurs in DEP a Type 2 Drug determination is required to rejoin the NF after the applicant has been DEP discharged.</i>		
<b>ENSURE THE CLASSIFIER HAS DOCUMENTED THE DTG OF THE CURRENT EB MESSAGE.</b>		
<b>ENSURE THE CLASSIFIER HAS DOCUMENTED THE NAPT RESULTS, IF TAKEN, ON DD FORM 1966</b>		
<b>ENSURE NF COORDINATOR/EPDS HAS VERIFIED NACLC INVESTIGATION WAS INITIATED IN JPAS.</b>		

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## SECTION 2

### ADVANCED ELECTRONICS FIELD (AEF)/ADVANCED TECHNICAL FIELD (ATF)

**010201. GENERAL.** AEF/ATF Program Options are incentives for enlistment into the Regular Navy and provide Class “A” School, advancement to paygrade E2, and advanced training of various lengths. Program specifics for Special Warfare Operator (SO), Special Warfare Boat Operator (SB), Explosive Ordnance Disposal (EOD), Navy Diver (ND), and Aircrew Rescue Swimmer (AIRR) are contained in Volume IV, Chapter 1, Section 3. Program specifics for the Aircrewman Program (AIRC) are contained in Volume IV, Chapter 1, Section 7. IAW MILPERSMAN Article 1133-090, New Accession Training (NAT) Sailors graduating from AEF/ATF training pipelines are eligible for advancement in the same manner as their Active Component (AC) counterparts.

**010202. QUALIFICATIONS.** Applicants must meet the following requirements:

- a. **Education.** Must be HSDG or HSG.
- b. **Character.** Refer to Article 010210 for specifics.
- c. **Age.** Must meet BEERS age requirement with the exception of submarine volunteers who must not have reached 30 years of age at the time of enlistment.
- d. **Prior Service.** Refer to Volume IV, Chapter 1, Section 8, Section 9 or Section 10 (as appropriate).

### **010203. SECURITY SCREENING FOR CTT/CTN/CTI/IS/IT RATINGS**

a. **Ineligibility.** Applicants who are permanent resident alien and naturalized citizens born in a country whose interest are hostile to the United States; who have a relative who is a member or associate of the Communist Party; who have immediate family members or others of affection or obligation living in a country whose interests are inimical to the United States; who have been present or lived for a significant period of time in a country inimical to the United States; or who have been employed or have been an agent of a country inimical to the United States are ineligible for these programs.

b. **Character.** Applicants for these ratings must qualify for a Top Secret clearance with access to Sensitive Compartmented Information (SCI). In general, candidates must be of excellent character and discretion, and of unquestioned loyalty to the United States. Additionally, members of candidates’ families and persons to whom the individual is bound by affection or obligation must not be subject to duress by a foreign power. Applicants whose background does not meet the following criteria will fail to meet SCI eligibility requirements and must not be considered for CTT, CTN, CTI, IS, or IT. The Resident-in-Charge, Navy Cyber Forces (NAVCYBFOR) Field Office conducts the final security screening at RTC.

c. **Citizenship.** Applicants must be U.S. citizens. If naturalized, proof of naturalization must be furnished.

d. **Foreign Relatives.** Applicants' immediate family members, including parents, sibling(s), and spouse, must be U.S. citizens or from a low risk country as defined by Intelligence Community Directive (ICD) 704.

e. **Drug Use.** No person shall be selected who has been a trafficker (supplier) of illegal drugs; has abused narcotics, hallucinogenic or psychedelic drugs within one year; or has abused stimulant or depressant drugs within the past six months. Refer to Volume II for specific eligibility criteria.

f. **Mental Illness.** Any applicant who has been treated for mental illness must produce medical evidence of successful treatment.

g. **Financial Responsibility.** No person shall be selected who has a history of bad checks (unless through bank error), repossessions, cancelled or suspended charge accounts, or indebtedness exceeding half the annual salary of the paygrade at which the applicant is being recruited. If indebtedness includes a long-term mortgage, total indebtedness must not exceed 2 ½ times the annual salary.

h. **Criminal Record.** No person shall be selected who has an adult conviction of a felony or who has an established record of **repeated** misdemeanors or traffic violations (including parking tickets, vandalism, abusive behavior toward law enforcement officials, or shoplifting).

i. **School Record.** No person shall be selected who has an established pattern of truancy, repeated difficulties with school officials, periodic suspensions, vandalism, abusive behavior, or who has, as a result of such activity, been permanently expelled.

j. **Sexual Offense.** No person shall be selected who has engaged in, exhibitionism, voyeurism, transvestitism, or coercive sexual behavior of any kind.

k. **Employment.** No person shall be selected who has established a "job-hopping" record where there is a demonstrated pattern of loafing, irresponsibility, unexplained absenteeism, theft, or an inability to get along with superiors, peers, or subordinates. Applicants will necessarily provide work history information. Classifiers must carefully review the foregoing factors to make appropriate selection decisions. A Navy Cyber Force (NAVYCYBFOR) Special Representative will interview each CTT/CTN/CTI/IS/IT applicant at RTC concerning these factors.

l. **Former Peace Corps.** Applicants who are former Peace Corps members shall not be given a CTI/CTN/CTT/IS/IT school guarantee. The term "former member" includes former Peace Corps volunteers, volunteer leaders, and staff members. This term does not include persons who attended Peace Corps training but were not employed

overseas with the Peace Corps except that no such person will be assigned duties in an intelligence capacity in any foreign country for which the member was trained to serve.

**010204. TERM OF ENLISTMENT.** Applicants will enlist for four years and concurrently execute an agreement to extend their enlistment for 24 months. Specific narrative reason for extension is:

**“Training in the Advanced Electronic Field (AEF)/Advanced Technical Field (ATF) Program and advancement to paygrade E4 per MILPERSMAN Articles 1160-040 and 1510-030. I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN Article 1160-040. In particular, I understand that when I accept advancement to E4, 12 months of this agreement may not be cancelled whether or not I complete advanced training.**

**This is my first enlistment.**

**Total aggregate of extension: 24 months.”**

**010205. GENERAL APPRENTICESHIP AND PAYGRADE**

a. **Entry Paygrade.** All applicants are enlisted in paygrade E1 and are authorized advancement to E2 upon completion of recruit training. Advancement to E3 is authorized **only** after personnel complete all advancement in rate requirements and time in grade requirements. This does not preclude enlistment in paygrade E2 or E3 under Volume IV, Chapter 3, Section 7.

b. **Advancement.** Advancement to E4 is authorized **only** after completion of all advancement in rate requirements, time in grade requirements, and Class “A” School. In addition, advancement to E3 and E4 is contingent upon maintaining AEF/ATF Program eligibility. If an individual is reduced in rate because of disciplinary infractions prior or subsequent to advancement to E4 eligibility for E4 is terminated. Advancement to E4 requires a five-year active duty obligation as set forth in MILPERSMAN 1430-010. If an individual is reduced in rate subsequent to advancement to paygrade E4 there is no reduction in active obligated service.

c. **Conditions.** Disenrollment from the program due to non-volunteering is not authorized. Cancellation of enlistment extension due to disenrollment from or non-enrollment in advanced training is per MILPERSMAN Article 1160-040. Applicants must be specifically counseled that:

(1) If automatic advancement to E4 has been accepted one year of the extension is binding whether or not advanced training is completed.

(2) Current paygrade is retained and the extension agreement is cancelled if the individual quits or is found undesirable for program continuation, automatic advancement has not been accepted, and advanced training has not begun.

(3) If the individual quits and advancement to E4 has not been accepted, but advanced training has begun, the member is required to repay three months additional obligated service (beyond the four-year point) for each month of advanced training received up to a maximum of two additional years obligated service.

(4) If a member completes all advanced training and advancement to E4 was not accepted the two-year extension remains effective due to completion of the advanced training.

(5) The member has a choice whether to accept E4. If E4 is accepted the individual is bound for five of the six years however, regardless of E4 acceptance, the Chief of Naval Personnel decides whether to order the individual to advanced training. This decision is based on the probability of successfully completing the advanced training and does take the member's motivation and Class "A" School performance into account. Members who are qualified for advanced training are ordered based on their qualifications and not on their decision regarding advancement to E4.

**010206. GENERAL AEF/ATF TRAINING.** AEF/ATF Program training is categorized by two phases:

a. **Initial Skill.** Phase I (initial skill) training includes appropriate preliminary/prerequisite training (e.g., Electrical Electronic Communications and Radar (EEC&R), submarine school, Common Core Cryptology and National Security), and the respective Class "A" School training (which varies in length by rating). Members must successfully complete Phase I training to remain eligible for AEF/ATF Program continuation. The respective Class "A" School curricula are basic to the rating and not specialized for these programs except for CTN. CTN A-School is a 26 week NEC producing specialized A-School.

(1) Trainees must successfully complete BE&E for all ratings (less CTI, CTN, IS, IT, HT, MT and STG) before entering Class "A" School.

(2) Individuals who volunteer and are selected for submarine duty will attend submarine school at a time compatible with respective source rating training.

b. **Advanced.** Phase II (advanced) training consists of at least Class "C" School for the AEF-AECF, CTT, IC, IS, IT, MT, and STG ratings. CTI Advanced training is provided at their first permanent duty station via the Apprentice Cryptologic Language Program (ACLP) as required by Cryptologic Training System Training Standards (CTSTS) for qualification as a Basic Cryptologic Language Analyst. All Class "A" School graduates who maintain qualifications for the AEF/ATF Program are assigned to advanced training.



(1) The specific path of advanced training is determined by the needs of the Navy.

(2) Temporary assignment to general duty for one to twenty four months (usually aboard ship) may be required while awaiting assignment to advanced training.

(3) AEF-AECF, STG and selected CTT trainees are usually assigned to a sea duty tour for a period of up to two years before attending advanced training. Applicants promote to paygrade E4 before assignment to advanced training provided they are otherwise qualified.

(4) IS trainees will be scheduled for pipelined Class “A” and Class “C” School training and will not be designated as Intelligence Specialists until successful completion of Class “C” School.

(5) CTN trainees will be scheduled for pipelined Class “A” School training and will not be designated as Cryptologic Technician Network Specialists until successful completion of Class “A” School. Applicants promote to paygrade E4 upon successful graduation of Class “A” School.

**010207. OBLIGATED SERVICE.** Applicants for these programs must obligate for a total of six years active service computed from time of entry onto active duty. Individuals enlist for four years and concurrently execute an agreement to extend their enlistment for 24 months.

a. Cancellation or adjustment of the extension agreement is per MILPERSMAN Article 1160-040.

b. The two-year enlistment extension is cancelled or adjusted based on amount of training completed before reassignment if a trainee is unable to complete Class “A” School.

c. If trainees are unable to complete advanced training and have been advanced to E4, they are made available for general assignment in their current rating at paygrade E4 (except CTI, CTN, IS and MT) and are required to serve five years of the six-year active duty obligation plus the appropriate repayment for the amount of advanced training received (not to exceed six years). CTI, CTN, IS and MT personnel must be converted to another rating. The active duty obligation and repayment time are the same as other ratings in this program.

**010208. ADVANCEMENT**

a. Applicants are enlisted in paygrade E1 and are authorized advancement to E2 upon completion of Recruit Training and to E4 per MILPERSMAN ARTICLES 1160-040 and 1430-010 upon successful completion of Phase I training providing program continuation eligibility is maintained. Acceptance of E4 incurs an obligation of five years of active service. One year of the two-year extension executed for training is used

concurrently to fulfill the five-year active duty obligation for advancement to E4 and may not be cancelled regardless of Phase II training completion.

b. Advancement is a program benefit. Failure to receive advancement does not reduce active obligated service.

### **010209. DISENROLLMENT**

a. **Failure to Qualify.** Members who fail to remain qualified for these programs are not entitled to further training under AEF/ATF. Disenrollment authorities and procedures are specified by MILPERSMAN ARTICLE 1510-030. The following are cause for disenrollment:

(1) Failure to meet requisite physical and mental standards. Personnel with a history of suicidal attempts or gestures are not qualified.

(2) Inability to qualify for a security clearance without extended observation of the member's performance and behavior.

(3) Identification as a drug abuser.

(4) Academic failure. Personnel must demonstrate good academic performance throughout the training pipeline. Markedly inferior performance or obvious lack of effort is grounds for disenrollment.

b. **Voluntary Disenrollment.** Requests for voluntary disenrollment may be submitted, via the member's Commanding Officer, to NAVPERSCOM (PERS-4010) for consideration. Approval will depend upon program manning, the rationale for the request, and the Commanding Officer's recommendation. Voluntary withdrawal based on a subsequent loss of motivation is an invalid disenrollment reason due to the stringent screening and counseling prior to acceptance for training. Requests for voluntary disenrollment from members who have commenced advanced training will be disapproved.

c. **Disposition of Disenrolled Members.** Disenrollees are processed as follows:

(1) Those having completed Class "A" School will be made available for assignment in that rating (except CTI, CTN, IS and MT). Personnel in the CTI, CTN, IS and MT ratings will be required to convert to a different rating.

(2) Those failing from Class "A" School will be reclassified if they meet the provisions of MILPERSMAN Article 1236-020. Assignment to another Class "A" School is not guaranteed and is subject to the needs of the Navy. Members not assigned to another school, and those not eligible for reclassification, are made available for general assignment.

(3) If the reason for disenrollment is ineligibility that was present and documented at the time of application, NAVPERSCOM (PERS-832) may authorize discharge as an option.

(4) Those not meeting the basic eligibility criteria prescribed in Article 010202 subsequent to enlisting and enrollment are subject to disenrollment even if the member is not at fault.

(5) Personnel may be disenrolled for demonstrated unreliability. Evidence includes the member's involvement with military or civilian authorities under circumstances that cast serious doubt on the individual's reliability for assignment to duty within the assigned rating. Such involvement includes offenses, the combination of offenses, and drug involvement.

(6) Submarine volunteers no longer meeting physical requirements specified in the U.S. Navy Manual of Medicine (MANMED) will be disenrolled from the submarine training track but will be retained in program with ratings having both submarine and surface training tracks. In cases where no surface training exists, the member will be counseled regarding his/her contractual options with primary efforts to retain the member in an alternate program path. Members subsequently certified as medically qualified for submarine duty may submit a submarine duty application per MILPERSMAN ARTICLE 1306-402. Approval is contingent upon the advanced training received and whether the respective rating detailer concurs in release from the non-submarine community.

**010210. AEF/ATF PROGRAM SCREENING.** The following table portrays program conduct eligibility requirements. Any level of review authority has final eligibility determination disapproval. Refer to Volume IV, Chapter 4, Section 3 for MT program eligibility determination procedures. Refer to Volume IV, Chapter 1, Section 3 for AIRR and Volume-IV, Chapter 1, Section 7 for AIRC screening requirements.

Type of Offense	Number of Offenses	Approving Authority
Traffic Violations	One to five Six or more within two years	No determination required NAVCRUITCOM (N32)
Non-Traffic Offenses (Minor Misdemeanors)	One or two Three to five Six or more	NAVCRUITDIST CO NAVCRUITCOM (N32) Not Eligible
Misconduct (Serious Misdemeanors)	One Two Three or more	NAVCRUITDIST CO NAVCRUITCOM (N32) Not Eligible
Combination of Non-Traffic Offenses and Misconduct Offenses	Combination of one Non-Traffic Offense and one Misconduct Offense	NAVCRUITCOM (N32)
Major Misconduct (Felonies)	One or more at any age	Not Eligible

**010211. AEF/ATF PROGRAM MATRIX.** Refer to Exhibit 010201.

**EXHIBIT 010201. AEF/ATF PROGRAM MATRIX**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
<b>AEF-AECF</b> Advanced Electronics Field – Advanced Electronics Computer Field (SN)	AR+MK+EI+GS=222		X	X		X		72	X	Must meet drug abuse criteria in Volume II, Chapter 2, Section 9.
<b>CTI</b> Cryptologic Technician Interpretive (SN)	VE+MK+GS=162			X		X		72	X	HSDG or HSG required. DLAB score of 100 or better required. If found qualified, member may be assigned to duty in submarines or duty involving aerial flying as an Aircrewman. All CTI applicants will read and sign the NAVPERS 1070/613 Volunteer for Duty in Submarines (MILPERSMAN Article 1306-402) and Volunteer for Duty Involving Flying (MILPERSMAN Article 1220-020). Applicants electing not to sign the NAVPERS 1070/613 volunteering for these duties are ineligible for enlistment as CTI. Duty involving flying requires normal color perception, but can be waived for CTI personnel. The appropriate MANMED Article and SECNAVINST 6420.1 pertain. Must meet drug abuse criteria in VOLUME II, Chapter 2, Section 9. IAW ICD 704, applicants with non-citizen immediate family members may be approved. Contact NAVCRUITCOM (N32), after completion of PSSQ, for a decision on continued processing for CTI. Further, at Recruit Training Command, applicant must participate in an in-depth personal security screening interview conducted by a

**EXHIBIT 010201. AEF/ATF PROGRAM MATRIX**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
<b>CTI</b> Cryptologic Technician Interpretive (SN) (cont)										NAVCYBFOR special representative. Moral turpitude offense(s) are generally disqualifying (per Article 010203.) The Personnel Security Screening Questionnaire (PSSQ) is required and must be placed in the service record and the residual file. Applicants who are former Peace Corps members are <b>ineligible</b> (refer to Article 010203b(i)).
<b>CTN</b> Cryptologic Technician Networks (SN)	AR+2MK+GS=235 OR VE+AR+MK+MC=235	<b>X</b>		<b>X</b>		<b>X</b>		<b>72</b>	<b>X</b>	HSDG or HSG required. Must meet drug abuse criteria in Volume II. IAW ICD 704, applicants with non-citizen immediate family members may be approved. Contact NAVCRUITCOM (N3141), after completion of PSSQ, for a decision on continued processing for CTN. Further, at Recruit Training Command, applicant must participate in an in-depth personal security screening interview conducted by a NAVCYBFOR special representative. Moral turpitude offense(s) are generally disqualifying (per Article 010203.) The Personnel Security Screening Questionnaire (PSSQ) is required and must be placed in the service record and the residual file. Applicants who are former Peace Corps members are ineligible (refer to Article 010203b(i)).
<b>CTT</b> Cryptologic Technician Technical (SN)	AR+MK+EI+GS=223		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b> <b>SSBI</b>		<b>72</b>	<b>X</b>	Refer to remarks for CTN.
<b>HT</b> Hull Maintenance Technician (FN)	AR+MK+EI+GS=213		<b>X</b>	<b>X</b>		<b>X</b>		<b>72</b>	<b>X</b>	
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>IC</b> Interior Communications Electrician (FN)	AR+MK+EI+GS=213		<b>X</b>			<b>X</b>		<b>72</b>	<b>X</b>	

**EXHIBIT 010201. AEF/ATF PROGRAM MATRIX**

<b>Rating/ School</b>	<b>ASVAB Test Score Qualifications</b>	<b>Vision Corr 20/20</b>	<b>NCP</b>	<b>NH</b>	<b>NSI</b>	<b>SCE</b>	<b>Sub Qual</b>	<b>Mos Obli Serv</b>	<b>US Cit</b>	<b>Remarks</b>
<b>IS</b> Intelligence Specialist (SN)	VE+AR=107	<b>X</b>	<b>X</b>		<b>X</b>	<b>X SSBI</b>		<b>72</b>	<b>X</b>	Refer to remarks for CTN.
<b>IT</b> Information Systems Technician (SN)	AR+2MK+GS=222 OR AR+MK+EI+GS=222		<b>X</b>	<b>X</b>	<b>X</b>	<b>X SSBI</b>		<b>72</b>	<b>X</b>	Refer to remarks for CTN.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>ITS</b> Information Systems Technician Submarines (SN)	AR+2MK+GS=222 OR AR+MK+EI+GS=222	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X SSBI</b>	<b>X</b>	<b>72</b>	<b>X</b>	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Closed to females. The Personnel Security Screening Questionnaire (PSSQ) is required and must be placed in the service record and the residual file. Must meet drug and alcohol abuse criteria specified in Volume II, Chapter 2, Section 9
<b>MT</b> Missile Technician Submarine (SN)	AR+MK+EI+GS=222 OR VE+AR+MK+MC=222		<b>X</b>	<b>X</b>	<b>X</b>	<b>X SSBI PRP</b>	<b>X</b>	<b>72</b>	<b>X</b>	Refer to Note 9. Closed to females. Requires Personnel Reliability (PRP) Screening under SECNAVINST 5510.35. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. The Personnel Security Screening Questionnaire (PSSQ) is required and must be placed in the service record and the residual file. Must meet drug and alcohol abuse criteria specified in Volume II, Chapter 2, Section 9
<b>STG</b> Sonar Technician (Surface) (SN)	AR+MK+EI+GS=223		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>72</b>	<b>X</b>	Any drug abuse other than marijuana and any drug abuse while in DEP is disqualifying.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										

**EXHIBIT 010201. AEF/ATF PROGRAM MATRIX****Notes:**

1. VISION CORR 20/20 = Vision must correct TO 20/20.
2. NCP = Normal color perception.
3. NH = Normal hearing ("1" under H of PULHES).
4. NSI = No speech impediment.
5. SCE = Must be security clearance eligible.
6. SUB QUAL = Submarine qualified.
7. MOS OBLI SERV =Obligated service/months.
8. US CIT = U.S. citizenship required.
9. Submarine volunteers must ultimately meet physical standards per MANMED Article 15-69. For initial enlistment purposes, MEPS physical is satisfactory. Submarine volunteers must be briefed that a more detailed physical will be conducted at RTC or BESS to determine physical qualification for submarines.

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## SECTION 3

### NAVY CHALLENGE PROGRAM

**010301. PROGRAM INFORMATION.** The Navy Challenge program offers qualified applicants an opportunity to serve in one of the following ratings or programs: Special Warfare Operator (SO), Special Warfare Boat Operator (SB), Explosive Ordnance Disposal (EOD), Navy Diver (ND); Aircrew Rescue Swimmer (AIRR), or the Underwater Construction Team (UCT) Construction Diver. The applicant will select one of the Navy Challenge Program ratings or programs based on his/her qualifications and interests.

**Note:** Navy Challenge Program applicants shall be interviewed by the NAVCRUITDIST Naval Special Warfare (NSW)/Naval Special Operations (NSO)/AIRR Coordinator or Mentor, either in person or telephonically, **prior** to contracting into any Navy Challenge rating. Complete a Navy Challenge Program Checklist for each applicant and submit to NAVCRUITCOM (N32) NSW/NSO Program Managers for final approval and classification. The checklist is available electronically on the NAVCRUIT Forms web page.

**010302. QUALIFICATIONS.** Navy Challenge Program applicants must meet all basic enlistment eligibility requirements (**Volume II**) and the following additional qualifications:

- a. **Gender.** The SO and SB Options are open to male volunteers **only**. The EOD, ND, UCT, and AIRR Options are open to both male and female volunteers.
- b. **Age.** Applicants requesting the SO option must be 28 years of age or less at time of enlistment. Applicants requesting the EOD, ND, SB, or AIRR Options must be 30 years of age or less at time of enlistment. Applicants requesting the UCT Option must be 27 years of age or less at time of enlistment.
- c. **Character.** Applicants must be security clearance eligible and possess the basic integrity and loyalty necessary to be considered trustworthy for access to classified information.
- d. **Education.** Open to HSDG and HSG only.
- e. **Physical.** Applicants must volunteer for diving duty to become eligible for the SO, EOD, ND, and UCT training pipelines. Applicant for the Navy Challenge Programs shall be made aware that their physical examination will be re-verified for diving duty eligibility.
- f. **Physical Fitness.** Applicants must pass the Physical Screening Test (PST) prior to being classified into SO, SB, EOD, ND, AIRR and UCT ratings or program. PST shall not be administered prior to passing a physical at MEPS and having a Hold Harmless Agreement signed. Refer to Volume V for PST requirements and criteria.

g. **Drug Usage.** Due to the inherently hazardous nature of these programs, use of illegal or controlled substances are grounds for disapproval. Drug waivers for applicants with previous involvement, on an experimental basis, with illegal or controlled substances are considered on a case-by-case basis per the Matrix of Waiver policy for Alcohol and Drug abusers in Volume II.

h. **Prior Service.** Refer to section 9 of this Chapter.

**010303. NSW/NSO PROGRAM OPTIONS.** Qualified applicants may be enlisted in one of the NSW/NSO Options listed below.

a. **SO Rating Option.** Open to male volunteers only. USN enlistment assigns recruits to SO Class “A” School and follow-on training.

(1) **Training Cycle.** SO Option personnel transfer from one phase of training to the next without undue delay. Assignment to Class “A” School (BUD/S) will normally be made immediately after completing Recruit Training and the BUD/S Preparatory Training course. Follow-on training is contingent upon the member successfully completing Class “A” School and will be determined by community requirements.

(2) **Duty Assignment.** Community requirements will dictate duty assignment upon completion of SO training.

b. **SB Rating Option.** Open to male volunteers only. USN enlistment assigns applicants to SB Class “A” School and follow-on training.

(1) **Training Cycle.** SB Option personnel transfer from one phase of training to the next without undue delay. Assignment to Class “A” School (Basic Crewman Training (BCT)) will normally be made immediately after completing Recruit Training. Follow-on training is contingent upon the member successfully completing Class “A” School and will be determined by community requirements.

(2) **Duty Assignment.** Community requirements will dictate duty assignment upon completion of SB training.

c. **EOD Rating Option.** Open to male and female volunteers. USN enlistment assigns recruits to EOD Class “A” School and follow-on training.

(1) **Training Cycle.** EOD Option personnel transfer from one phase of training to the next without undue delay. Assignment to EOD Preparatory course and Class “A” School will normally be made immediately after completing Recruit Training. Follow-on training is contingent upon the member successfully completing Class “A” School and will be determined by community requirements.

(2) **Duty Assignment.** Community requirements will dictate duty assignment upon completion of EOD training.

d. **ND Rating Option.** Open to male and female volunteers. USN enlistment assigns applicants to ND Class “A” School and follow-on training.

(1) **Training Cycle.** ND Option personnel transfer from one phase of training to the next without undue delay. Assignment to ND Preparatory Training course and Class “A” School will normally be made immediately after completing Recruit Training. Follow-on training is contingent upon the member successfully completing Class “A” School and will be determined by community requirements.

(2) **Duty Assignment.** Community requirements will dictate subsequent duty assignment upon completion of ND training.

**010304. AIRR PROGRAM OPTION.** USN or USNR (FTS) enlistment will provide assignment to the Naval Aircrewmen (AW) Class “A” School following completion of Rescue Swimmer (RSS) and Naval Aircrew (NACCS) training.

a. **Training Cycle.** Trainees are normally assigned to Class “A” School immediately after completion of RSS and NACCS. The normal training cycle is:

- (1) RTC (Great Lakes, IL)
- (2) NACCS (Pensacola, FL)
- (3) Rescue Swimmer School (RSS) (Pensacola, FL)
- (4) Class “A” School (Pensacola, FL)
- (5) Survival Evasion Resistance Escape (SERE) School (San Diego, CA or Brunswick, ME)
- (6) Fleet Replacement Squadron (FRS) (locale depends on aircraft type)
- (7) Initial squadron assignment

**010305. UCT PROGRAM OPTION.** USN enlistment assigns applicants to a Construction Rating Class “A” School following RTC and Basic Dive School upon completion of 18 to 24 months assignment to a Naval Mobile Construction Battalion (NMCB) and earning the Seabee Combat Warfare pin. UCT source ratings are:

**BU CE CM EA EO SW UT**

a. **Training Cycle.** Trainees are normally assigned to Class “A” School immediately after completion of RTC. The normal training cycle is:

- (1) RTC (Great Lakes, IL)

(2) Class “A” School (Gulfport, MS; Port Hueneme, CA; FT Leonard Wood, MO; or Sheppard AFB, TX)

(3) Assignment to a NMCB for approximately 18 to 24 months to learn basic construction and combat skills and to earn the Seabee Combat Warfare pin.

(4) Underwater Construction Technician Basic (UCT-B) (Panama City, FL)

(5) Assignment to either Underwater Construction Team ONE (Little Creek, VA) or Underwater Construction Team TWO (Port Hueneme, CA)

#### **010306. TERM OF ENLISTMENT**

a. **NSW/NSO.** Applicants enlist/reenlist in the U.S. Navy for four years. However, individuals electing NSW/NSO Program Options must concurrently execute an Agreement to Extend Enlistment (NAVPERS 1070/621) for 24 months using the following narrative entry:

**“Training in the Naval Special Warfare/Naval Special Operations Challenge program and accelerated advancement to paygrade E4 per MILPERSMAN 1160-040 and 1430-010. Accelerated Advancement to paygrade E4 is authorized only after successful completion of BUD/S, EOD, BCT or Navy Diver training. I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN 1160-040.**

**This is my first enlistment.**

**Total aggregate of extension: 24 months.”**

(1) Applicants must have 36 months obligated service remaining upon graduation from EOD, SB, or Navy Diver training. All applicants must have 51 months obligated service remaining upon graduation from BUD/S training.

(2) Use the NAVCRUIT 1133/52 Annex to delineate the basic program and service guarantees.

b. **AIRR.** Applicants enlist in the U.S. Navy or in the Full Time Support (FTS) Enlistment Program for four years and concurrently execute an Agreement to Extend Enlistment (**NAVPERS 1070/621** or **NAVPERS 1070/622**) for 24 months using the following narrative entry:

**“Training as an Aircrew Rescue Swimmer and accelerated advancement to paygrade E4 in accordance with MILPERSMAN Article 1220-010. Accelerated advancement to E4 is authorized only after successful completion of Rescue Swimmer School, Naval Aircrew Candidate School, and Class “A” School. I**

**understand that this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN Article 1160-040.**

**This is my first enlistment.**

**Total aggregate of extension: 24 months.”**

**Note:** For **NAVPERS 1070/622**, substitute “Total Reserve Active Duty Obligation (RADO) is 72 months.”

c. **UCT.** Applicants enlist in the U.S. Navy for four years and execute an *Agreement to Extend Enlistment* (NAVPERS 1070/621) for 12 months using the following narrative entry:

**“Training as an Underwater Construction team Construction Diver and accelerated advancement to paygrade E4 in accordance with MILPERSMAN Article 1220-010. Accelerated advancement to E4 is authorized only after successful completion of Class “A” School. I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN Article 1160-040.**

**This is my first enlistment.**

**Total aggregate of extension: 12 months.”**

#### **010307. GENERAL APPRENTICESHIP AND PAYGRADE**

##### **a. NSW/NSO**

(1) **Entry.** Applicants accepted for the NSW/NSO Options shall be enlisted in paygrade E1 with accelerated advancement to E2 upon successful completion of Recruit Training. This does not preclude enlistment at paygrade E2 or E3 per Volume IV, Chapter 3, Section 7. The Recruit Training curriculum is the same as required for all new accessions with the exception of advanced physical training in preparation for community-specific training.

(2) **Advancement.** Accelerated advancement to E4 is authorized only after the recruit completes BUD/S, EOD, BCT, or ND training. If an individual is reduced in rate because of disciplinary infractions before or after advancement to E4, eligibility for accelerated advancement to E4 is terminated. This does not preclude advancement from E2 to E3 based on normal advancement criteria. Accelerated advancement to E4 alone requires a four-year active duty obligation as set forth in MILPERSMAN Article 1430-010. If an individual is reduced in rate subsequent to accelerated advancement to E4, there is no reduction in active obligated.

##### **b. AIRR**

(1) **Entry.** Applicants accepted for the AIRR Option are enlisted in paygrade E1. This does not preclude enlistment in paygrade E2 or E3 per Volume IV, Chapter 3, Section 7. The recruit training curriculum is the same as required for all new accessions with the exception of advanced physical training in preparation for Rescue Swimmer School.

(2) **Accelerated Advancement**

(a) Individuals accepted for the AIRR Option are authorized accelerated advancement to paygrade E2 upon successful completion of Recruit Training. Accelerated advancement to E4 is authorized only after completing both RSS and Class “A” School.

(b) If an individual is disqualified for AIRR duties because of disciplinary infractions prior to advancement to paygrade E4, eligibility for accelerated advancement to E4 is terminated. This does not preclude advancement to paygrade E2 or E3 based on normal advancement criteria.

(c) Accelerated advancement to paygrade E4 requires a six-year active duty obligation as set forth in MILPERSMAN Article 1220-010. If a member is reduced in rate subsequent to accelerated advancement to E4, there is no change to active obligated service.

c. **UCT**

(1) **Entry.** Applicants accepted for the UCT Option shall be enlisted in paygrade E1 with accelerated advancement to E2 after successful completion of Recruit Training. This does not preclude enlistment at paygrade E2 or E3 per Volume IV, Chapter 3, Section 7. The Recruit Training curriculum is the same as required for all new accessions with the exception of advanced physical training in preparation for underwater construction training.

(2) **Advancement.** Accelerated advancement to E4 is authorized only after the member completes Class “A” School. If an individual is reduced in rate because of disciplinary infractions before or after advancement to E4, eligibility for accelerated advancement to E4 is terminated. This does not preclude advancement from E2 to E3 based on normal advancement criteria. Accelerated advancement to E4 alone requires a four-year active duty obligation as set forth in MILPERSMAN Article 1430-010. If an individual is reduced in rate subsequent to accelerated advancement to E4, there is no reduction in active obligated service.

**010308. DISENROLLMENT**

a. **Failure to Qualify.** Members who fail to remain qualified for Challenge Program Options are not entitled to further training under the Navy Challenge Program. Cancellation of enlistment extension because of disenrollment or non-enrollment in

BUD/S, EOD, BCT, Navy Diver, UCT or AIRR training is per MILPERSMAN Article 1160-040. Applicants must be specifically counseled that:

(1) If an individual quits or is found undesirable for continuation in the Navy Challenge Program the current paygrade is retained.

(2) If the individual quits during BUD/S, BCT, EOD, ND, UCT, or AIRR training s/he will be required to repay three months additional obligated service (beyond the four year point) for each month of SO, SB, EOD, ND, UCT, or AIRR training completed up to a maximum of two years additional obligated service.

(3) If disenrollment is precipitated by reason of ineligibility which was present and documented at the time of application, CNP (PERS-832) may authorize discharge from the naval service as an option.

(4) UCT personnel failing to earn the Seabee Combat Warfare Qualification during the initial 18 to 24-month NMCB duty assignment are subject to termination from the UCT Option.

**b. Disposition of Members Disenrolled.** Disenrollees are processed as follows:

(1) Those who fail to complete Class “A” School are reclassified if they meet the provisions of MILPERSMAN Article 1236-020. Assignment to another Class “A” School is not guaranteed and is subject to the needs of the Navy. Individuals not assigned to another school and those not eligible for reclassification will be made available for general assignment.

(2) If disenrollment is precipitated by reason of ineligibility which was present and documented at the time of application, CNP (PERS-832) may authorize the discharge from the naval service as an option.

(3) Those who do not meet the basic eligibility criteria prescribed here, after enlisting/reenlisting and enrollment, are subject to disenrollment even if the member is not at fault.

(4) Personnel may be disenrolled for demonstrated unreliability. Evidence of demonstrated unreliability includes involvement of the member with military or civilian authorities under circumstances that cast serious doubt on the member’s reliability for duty assignments within the assigned rating. Such involvement includes civil or military offenses or a combination of offenses and drug involvement.

(5) UCT personnel who have completed Class “A” School will be made available for assignment within that rating. UCT personnel who fail to complete Class “A” School and are reclassified to another Construction Class “A” School will remain in the UCT Option provided they successfully complete the new Class “A” School and receive a positive recommendation from the Enlisted Community Manager (ECM).

**010309. NAVY CHALLENGE PROGRAM STATEMENTS OF UNDERSTANDING.** All Challenge Program enlistees will read and sign the Statement of Understanding (SOU) appropriate to their enlistment Option. AIRR applicants must read and sign both the Aircrew and Aircrew Rescue Swimmer SOUs. All SOUs are available on the NAVCRUITCOM Recruiting Quarterdeck.

**010310. NAVY CHALLENGE PROGRAMS SCREENING**

Type of Offenses	Number of Offenses	Approving Authority
Traffic Violations	One to five Six or more within past two years	No determination required NAVCRUITCOM (N32)
Non-Traffic Offenses (Minor Misdemeanors)	One or two Three to five Six or more	NAVCRUITDIST CO NAVCRUITCOM (N32) Not eligible
Misconduct (Serious Misdemeanors)	One Two Three or more	NAVCRUITDIST CO NAVCRUITCOM (N32) Not eligible
Combination of Non-Traffic Offenses and Misconduct Offenses	Combination of one Non-Traffic Offense and one Misconduct Offense	NAVCRUITCOM (N32)
Major Misconduct (Felonies)	One or more at any age	Not Eligible

**010311. NAVY CHALLENGE PROGRAM MATRIX.** Refer to Exhibit 010301.

**010312. NAVY CHALLENGE PROGRAM PSSQ SCREENING.** SO, SB, EOD, and ND applicants must be PSSQ screened per Volume IV, Chapter 4, Section 3.



**EXHIBIT 010301. NAVY CHALLENGE PROGRAM MATRIX**

<b>Rating/ School</b>	<b>ASAB Test Score Qualification</b>	<b>Vision Corr 20/20</b>	<b>NCP</b>	<b>NH</b>	<b>NSI</b>	<b>SCE</b>	<b>Sub Qual</b>	<b>Mos Obli Serv</b>	<b>US Cit</b>	<b>Remarks</b>
<b>SO</b> Special Warfare Operator (SN)	GS+MC+EI=170 <b>Or</b> VE+MK+MC+CS=220 <b>Or</b> VE+AR=110 <b>and</b> MC=50	<b>Note 1</b>	<b>X</b>	<b>Note 6</b>		<b>X</b>		<b>72</b>	<b>X</b>	Closed to females. Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in Volume II, Chapter 2. Must be 28 years of age or less at time of accession.
<b>SB</b> Special Warfare Boat Operator (SN)	AR+VE=103 <b>and</b> MC=51	<b>Note 1</b>	<b>X</b>	<b>Note 6</b>		<b>X</b>		<b>72</b>	<b>X</b>	Closed to females. Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in Volume II, Chapter 2. Must be 30 years of age or less at time of accession.
<b>EOD</b> Explosive Ordnance Disposal (SN)	AR+VE=109 <b>and</b> MC=51 <b>Or</b> GS+MC+EI=169	<b>Note 2</b>	<b>X</b>	<b>Note 6</b>		<b>X</b>		<b>72</b>	<b>X</b>	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in Volume II, Chapter 2. Must be 30 years of age or less at time of accession.
<b>ND</b> Navy Diver (SN)	VE+AR=103 <b>and</b> MC=51	<b>Note 3</b>	<b>X</b>	<b>Note 6</b>		<b>X</b>		<b>72</b>	<b>X</b>	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in Volume II, Chapter 2. Must be 30 years of age or less at time of accession. Refer to Note 6.
<b>AIRR</b> Aircrew Rescue Swimmer (AN)	VE+AR+MK+MC=210 <b>Or</b> VE+AR+MK+AS=210	<b>Note 5</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>72</b>	<b>X</b>	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in Volume II, Chapter 2. Must be 30 years of age or less at time of accession. HSDG and HSG only. See Note 5.
<b>UCT</b> Underwater Construction Team (SN)	VE+AR=103 <b>and</b> MC=51 Must also meet source rating ASVAB line scores.	<b>Note 4</b>	<b>X</b>	<b>Note 6</b>		<b>X</b>		<b>60</b>	<b>X</b>	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in Volume II, Chapter 2. Must be 27 years of age or less at time of accession. HSDG and HSG only. Refer to Note 4.

**EXHIBIT 010301. NAVY CHALLENGE PROGRAM MATRIX**

- Notes:**
1. **SO/SB.** Normal color perception. Uncorrected vision can be no worse than 20/40 in best eye and 20/70 in worst eye. Corrected vision must be 20/25 worst eye. No color deficiency waivers authorized. Applicants must meet the minimum PST standards established in Volume V, Chapter 7, Section 2.
  2. **EOD.** Normal color perception. Uncorrected vision can be no worse than 20/200 in each eye. Both eyes must correct to 20/25. No color deficiency waivers authorized. Applicants must meet the minimum PST standards established in Volume V, Chapter 7, Section 2.
  3. **ND.** Uncorrected vision can be no worse than 20/200 in each eye. Both eyes must correct to 20/25. Lack of adequate color vision is disqualifying. No color deficiency waivers authorized. Applicants must meet minimum PST standards established in Volume V, Chapter 7, Section 2.
  4. **UCT.** Uncorrected vision in the better eye can be no worse than 20/100, the worse eye no more than 20/200. Both eyes must correct to 20/20. No color deficiency. Applicants must meet the minimum PST standards established in Volume V, Chapter 7, Section 2.
  5. **AIRR.** Normal depth and color perception. Uncorrected vision no worse than 20/100. Vision must be correctable to 20/20 in both eyes. In accordance with MANMED P-117, Article 15-92, applicants must meet the hearing standards for Student Naval Aviator (SNA) (Refer to Chart below). No speech impediment. All applicants will test for “reading aloud” in accordance with MANMED P-117 Article 15-95. In accordance with OPNAVINST 3710.37A, aviation duty minimum and maximum nude body weights are 103 pounds and 245 lbs. respectively. Applicants for aviation programs are held to strict physical standards and therefore are less likely to be recommended for waivers. All waivers to the physical standards shall be submitted in accordance with MANMED P-117, Article 15-83. Hay fever, asthma, bee sting/food allergy reaction, and chronic motion sickness are disqualifying. Applicants must meet the minimum PST standards established in Volume V.

AIRR Hearing Standards	
Frequency (hz)	Decibel (dB)
500	25
1000	25
2000	25
3000	45
4000	55

6. **Hearing Standards for ND/EOD/SO/SB/UCT:** Hearing in either ear must not be greater than 35dB at 500/1000/2000. Hearing in either ear must not be greater than 45dB at 3000/4000.
7. **BUMED Waiver Request:** Per Manual of the Medical Department, P-117, Article 15-102, paragraphs (3) and (3)(a).

**Additional Notes:** Candidates for the Navy Challenge Program with the following conditions are disqualified and no waiver will be approved:

1. Lack of normal color perception. No color vision waivers will be approved for any program.
2. Any broken bone or joint from which applicant was cleared within the last 6 months. (Must be 6 months since the date cleared from treatment).
3. Any surgery from which cleared within last 6 months. (Must be 6 months since the date cleared from treatment).
4. Stress fractures occurring within the last 6 months.
5. More than a single kidney stone.
6. Seizures (other than childhood seizures).
7. Concussions that resulted in a coma or have persistent neurologic deficits.
8. Any drug use except for Marijuana.
9. Any daily Asthma medications after the age of 13.
10. Anaphylaxis (all allergies should be documented as to what their reaction is).
11. Angioedema.
12. Inability to perform Valsalva maneuver (Chronic Eustachian Tube dysfunction).
13. Ulcers.
14. Pneumothorax (spontaneous).

15. Pulmonary Blebs.
16. Emphysema.
17. COPD.
18. Central blood clots (strokes, pulmonary emboli).
19. Suicidal Ideation.
20. ADHD (No meds or any symptoms in the last year).
21. Any history of mental health issues/disorders.

Conditions that will require considerable effort and documentation to obtain approval:

1. Concussions with any sort of loss of consciousness.
2. Memory loss.
3. Stress fractures.
4. All prior asthmatics of any age should have:
  - a. Spirometry (aka PFTs, aka Pulmonary Function Tests).
  - b. Methacholine Challenge Test.
  - c. Clearance from their doctor.
5. Any surgery on the back.
6. Migraines.
7. Pneumothorax (traumatic or surgical).
8. Any surgery on the same joint more than once (unless just really bad coincidences).
9. High blood pressure.
10. DVTs (Deep venous Thrombosis – need to prove that it is not due to a predisposition).
11. Wolff-Parkinson-White that has been corrected.
12. ADHD or Adjustment Disorder at anytime with documented successful treatment occurring more than 1 year ago.
13. Depression.
14. Anxiety disorder.

## SECTION 4

### SUBMARINE PROGRAMS

**010401. GENERAL.** Submarine Programs include AEF/MT, ATF/ITS, SECF, MMS, CSS, LSS, and YNS. Applicants must exhibit the highest standards of personal conduct and reliability involving the operation and maintenance of a nuclear powered submarine. Applicants for these programs must sign a NAVPERS 1070/613 Volunteer for Submarine Duty which is available electronically on the NAVCRUIT Forms web page. Once an applicant is determined to be enlistment eligible, a Program Eligibility Waiver will be made per this section, the Matrix of Eligibility Waiver Policy in Volume II.

### **010402. QUALIFICATIONS**

a. **Vision.** With the exception of CSS, LSS, and YNS, applicants must have normal color perception and vision meeting general duty requirements for Navy enlistment.

b. **Gender.** Open to male applicants only.

c. **Age.** Must be 30 years of age or less at time of accession. Age waivers may be submitted to NAVCRUITCOM (N332).

d. **Submarine Volunteer.** Applicants must volunteer for duty in submarines by signing the NAVPERS 1070/613 Volunteer for Submarine Duty which is available electronically on the NAVCRUIT Forms web page.

e. **Physical.** Assignment to submarine school is conditional on being physically eligible and otherwise qualified for the submarine service. A MEPS physical is acceptable for initial entry. Applicants must be specifically counseled that they will undergo further physical screening at RTC and Submarine School.

f. **Character.** Applicants must demonstrate maturity and emotional/mental stability. A Submarine Program Eligibility Waiver may be required as delineated in the following chart:

Type of Offenses	Number of Offenses	Waiver Authority
Traffic Violations	One to five Six or more within past two years	No waiver required NAVCRUITCOM (N332)
Non-Traffic Offenses (Minor Misdemeanors)	One or Two Three to Five Six or more	NAVCRUITDIST CO NAVCRUITCOM (N332) Not eligible
Misconduct (Serious Misdemeanors)	One or Two Three or more	NAVCRUITCOM (N332) Not eligible
Major Misconduct (Felonies)	One or more at any age	Not eligible

g. **Drug Usage.** Refer to Volume II, Chapter 2, Section 9 for criteria.

h. **Clearance.** Applicants must be security clearance eligible.

i. **Citizenship.** Must be U.S. citizen. No waivers are authorized.

j. **ASVAB Line Score Requirements.** Refer to Exhibit 010601 for CSS, MMS, SECF, and YNS minimum requirements. Refer to Exhibit 010201 for AEF/MT and ATF/ITS minimum requirements.

**010403. RATING PROGRAMS.** Refer to the following for information on the specific Submarine Program ratings:

a. ITS, MT – Advanced Electronics Field (AEF)/Advanced Technical Field (ATF) Program (Volume IV, Chapter 1, Section 2).

b. SECF, MMS, YNS, CSS, LSS, – School Guarantee Program (Volume IV, Chapter 1, Section 6).

**010404. WAIVERS.** Submarine Program waivers shall be submitted to NAVCRUITCOM (N332) as follows:

a. Obtain the Submarine Program Eligibility Waiver (SPEW) Excel Spreadsheet electronically from NAVCRUITCOM (N332).

b. Complete the SPEW Coversheet and obtain the required attachments (when an “X” is placed in the field for waiver requirement, an “X” will appear in the “Forms Attached” section for required attachments).

c. Fax or email the SPEW Coversheet and required attachments to NAVCRUITCOM (N332).

d. Monitor email for eligibility waiver.

e. Place the approved coversheet in the member’s record with a copy in the residual file. Document waiver approval on DD Form 1966.

**010405. CSS HOMEPORT GUARANTEE.** This program provides guaranteed assignment to one of seven homeports upon successful completion of Recruit Training, CS Class “A” School, and Basic Enlisted Submarine School (BESS). The homeports are geographical area guarantees and are subject to availability. CSS homeport choices are:

- Norfolk, VA
- San Diego, CA
- Kings Bay, GA
- Bangor, WA
- Pearl Harbor, HI
- Groton, CT
- Guam

**Note: Applicants with pre-service moral waivers (drug, alcohol, or criminal) are disqualified from overseas assignment for their first duty station.**

a. **Qualifications.** Applicants must meet all enlistment eligibility requirements delineated for CSS in this instruction.

(1) **PERS-403 Liaison.** Classifiers must liaison with NAVPERSCOM (PERS-403EG) for homeport availability prior to discussing the subject with an applicant. To determine each applicant's enlistment options, telephone PERS-403EG at: Commercial (901) 874-3638 or DSN 882-3638. **Enlistment without PERS-403EG approval is not authorized.**

b. **Enlistment Incentives.** Refer to Volume IV, Chapter 3, Section 5.

c. **Processing Requirements.** Contact PERS-403EG for approval prior to reserving a quota in PRIDE. PERS-403EG will assign a Control Number to verify their approval. This Control Number will be recorded on DD Form 1966, Section VI, Remarks, in the following manner:

**“Approved for enlistment in the CSS School Guarantee Program with guaranteed homeport assignment to (List Homeport Location) per phonecon between PERS-403EG (Name of Person) and (Classifier) on (Date). Control Number:**

\_\_\_\_\_.”

(1) Homeport assignment and other enlistment guarantees will be documented on NAVCRUIT 1133/52, Enlistment Guarantees as Annex A to DD Form 4. Option 1 should be annotated as CSS School Guarantee Program and Option 2 should be annotated with specific Homeport Guarantee.

- 1 = Norfolk, VA
- 2 = San Diego, CA
- 3 = Kings Bay, GA
- 4 = Bangor, WA
- 5 = Pearl Harbor, HI
- 6 = Groton, CT
- 7 = Guam

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## SECTION 5

### PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM

**010501. GENERAL.** This program provides male and female applicants a USN enlistment without guaranteed Navy Class “A” School assignment. PACT is designed to enlist Sailors into a monitored general apprenticeship program that provides apprentice level formal training and on the job training leading to a viable career field within two years on board their first permanent duty station. There are three authorized career tracks within the PACT Program:

- a. Surface/Seaman (S-PACT)
- b. Aviation/Airman (A-PACT)
- c. Engineering/Fireman (E-PACT)

NAVCRUITCOM N3 will establish authorized career tracks and goals for a given fiscal year based on CNP Goaling Letter. Applicants guaranteed the PACT PROGRAM on NAVCRUIT 1133/52 are subject to having their apprenticeship career track changed if, during recruit classification, they request and are eligible for a Navy Class “A” School that is available. The PACT Program has replaced the General Detail (GENDET) Program.

**010502. QUALIFICATIONS.** PACT Program applicants must meet enlistment eligibility requirements delineated in Volume II, the requirements of this Section, and the specific PACT Program requirements contained in Exhibit 010501.

**010503. TERM OF ENLISTMENT.** All applicants are enlisted for four years active duty.

**010504. PACT HOMEPORT GUARANTEE PROGRAM.** This program provides enlistees in the PACT Program guaranteed assignment to one of six homeports upon successful completion of Recruit and Apprenticeship Training. The homeports are geographical area guarantees rather than specific locations and are subject to availability. PACT homeport choices are:

- Norfolk
- San Diego
- Jacksonville/Mayport
- Pacific Northwest
- Hawaii (refer to Note below)
- Japan (refer to Note below)

**Note: Applicants with pre-service conduct waivers (drug, alcohol, or criminal) are disqualified from overseas assignment for their first duty station.**

a. **Qualifications.** Applicants must meet all enlistment eligibility requirements delineated in Volume II. In addition, applicants enlisting in the Airman (A-PACT) or Fireman (E-PACT) apprenticeship must meet the requirements stated in 010502 above.

(1) **Education.** HSDG desired.

(2) **Gender.** Open to males and females. Applicants must be approved by NAVPERSCOM (PERS-4010) prior to reserving RTC seats.

(3) **Apprenticeship.** Open to PACT Program, Seaman, Airman, or Engineering.

(4) **NAVPERSCOM (PERS-4010) Points of Contact.** Classifiers must liaison with PERS-4010 for homeport availability prior to discussing the subject with an applicant. Contact PERS-4010 personnel utilizing the following telephone numbers to determine each applicant's enlistment options.

- (901) 874-4449
- (901) 874-4583
- (901) 874-2380

**Note: Enlistment without PERS-4010 approval is not authorized.**

b. **Enlistment Incentives.** Refer to Volume IV, Chapter 3, Section 5.

c. **Processing Requirements.** Contact PERS-4010 for approval prior to reserving a quota in PRIDE. PERS-4010 will assign a Control Number to verify approval. This Control Number will be recorded on the DD Form 1966, Section VI, Remarks, in the following manner:

**“Approved for enlistment in the Seaman/Airman/Engineering PACT Program with guaranteed homeport assignment to (List Homeport Location) per phonecon between NAVPERSCOM (PERS-4010) (Name of Person) and (Classifier) on (Date). Control Number: \_\_\_\_\_.”**

(1) Homeport assignment and other enlistment guarantees will be documented on NAVCRUIT 1133/52 (PACT Program Homeport Guarantee Annex) as Annex to DD Form 4.

- 1 = Norfolk
- 2 = San Diego
- 3 = Jacksonville/Mayport
- 4 = Pacific Northwest
- 5 = Hawaii
- 6 = Japan

**EXHIBIT 010501. PACT PROGRAM MATRIX**

<b>PACT APPRENTICE PROGRAM</b>	<b>ASVAB Test Score Qualification</b>	<b>Vision Corr 20/20</b>	<b>NCP</b>	<b>NH</b>	<b>NSI</b>	<b>SCE</b>	<b>Sub Qual</b>	<b>Mos Obli Serv</b>	<b>US Cit</b>	<b>Remarks</b>
<b>AIRMAN</b> (AN)	AR+AS+MK+VE=185	20/100 UNCORR <b>Note (1)</b>	<b>X</b>	<b>X</b>		<b>X</b> <b>Note (5)</b>		<b>48</b>		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
<b>FIREMAN</b> (FN)	AR+MK+MC+VE=205 OR AR+AS+MK+VE=200		<b>X</b>	<b>X</b>				<b>48</b>		Must have normal color perception.
<b>SEAMAN</b> (SN)	AR+VE=96		<b>X</b>			<b>X</b> <b>Note (5)</b>		<b>48</b>		Must have normal color perception.

**Notes:**

1. VISION CORR 20/20 = Vision must correct TO 20/20. When specified, uncorrected visual acuity must not be greater than that indicated (i.e., 20/100), and must be correctable to 20/20.
2. NCP = Normal Color Perception. Must correctly identify 12 of 14 plates during PIP test or pass FALANT.
3. NH = Normal Hearing. Defined as PULHES Code of “1” under the Hearing Section “H”.
4. NSI = No Speech Impediment.
5. SCE = Must be eligible for Security Clearance. Permanent Resident Aliens may be classified into PACT Program only if SCE in all other aspects and will be expected to obtain US Citizenship while on Active duty at the earliest opportunity. This applies only to PACT.
6. SUB QUAL = Submarine Qualified.
7. MOS OBLI SERV = Obligated Service/Months.
8. US CIT = U.S. Citizenship required.
9. Submarine volunteers must ultimately meet physical standards per MANMED ARTICLE 15-106. For initial purposes, MEPS physical is satisfactory. Submarine volunteers should be briefed that a more detailed physical will be conducted at RTC or BESS to determine physical qualifications for submarines.

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## SECTION 6

### SCHOOL GUARANTEE (SG) PROGRAM

**010601. GENERAL.** SG Program guarantees formal training in a specific program or rating. Several Navy ratings consistently experience a supply of potential enlistees greater than the Navy's need. Consequently, the active service requirements vary with the popularity of individual ratings.

**010602. QUALIFICATIONS.** SG Program applicants must meet enlistment eligibility requirements delineated in Volume II, the requirements of this Section, and the specific school requirements contained in Exhibit 010601.

a. **Education.** HSDG status is required for many ratings and desirable for all others.

b. **Prior Service.** NAVET applicants not eligible for reenlistment in their previous rating must access via PRISE III. Refer to Volume IV, Chapter 1, Section 9. OSVET applicants with skills not directly convertible to Navy rating are eligible for enlistment in the SG Program.

c. **Character.** SG Program applicants should exhibit the highest standards of personal conduct, reliability, and moral character. Refer to Volume II, and Exhibit 010601 for specific rating amplifying character requirements. Ratings requiring Personnel Security Screening Questionnaire (PSSQ) or security clearances prior to Class "A" School attendance will have more stringent character requirements. Refer to Volume IV, Chapter 4, Section 3 for PSSQ procedures.

d. **Citizenship.** Many ratings require U.S. citizenship. Proof of naturalization, if applicable, will be required. No waivers are authorized. Refer to Exhibit 010601 for specific rating citizenship requirements.

e. **Drug/Alcohol Abuse.** Refer to Volume II for qualifications and waiver criteria.

f. **Mental Aptitude.** Applicants **may** be granted an ASVAB line score waiver in cases where particular aptitude is shown for a rating and they are exceptional candidates. Classifiers must use discretion in recommending waivers and waivers must only be submitted when an applicant indicates a high degree of motivation and the test scores reflect a lack of previous experience or exposure that can be overcome by instruction. All waiver requests will be reviewed and approved by NAVCRUITCOM (N32) **only**. Line score waivers will be documented on DD Form 1966. NAVCRUITCOM (N32) will consider line score waivers on a case-by-case basis using the following guidelines:

(1) No waivers are authorized for single minimum requirements, i.e., minimum MK=45.

(2) Six points on two line score combinations, i.e., VE+AR.

(3) Nine points on three line score combinations including those where one score is doubled, i.e., AR+2MK+GS.

(4) Twelve points on four line score combinations.

**010603. TERM OF ENLISTMENT.** Term of enlistment is four years. In addition, applicants enlisting for training in the ratings of ABE, ABF, ABH, AC, AME, AO, BM, BU, CE, CM, CSS, EA, EM, EO, GSE, GSM, HM, HMDA, MC, MMS, OS, QM, SECF, SH, SW, and UT must concurrently execute an agreement to extend their enlistment for a period of twelve months. An *Agreement to Extend Enlistment (NAVPERS 1070/621)* must be executed for all Five-Year obligor and Four-Year School Guarantees that offer an Enlistment Bonus, with the exception of the SECF Program, which does not require an extension for an Enlistment Bonus. This form shall be prepared for and signed by the applicant on the day they are shipped to RTC. Specific wording of the narrative reason for the extension is as follows:

a. 5YO Program

**“Training Five-Year Obligor Program for \_\_\_\_\_ rating per current directives. I understand that this agreement becomes binding upon execution, and may not be cancelled, except as set forth in MILPERSMAN Article 1160-040.”**

**This is my first enlistment.**

**Total aggregate of extension: 12 months.”**

**010604. APPRENTICESHIP.** Applicants will be enlisted in the appropriate apprenticeship for the rating/program with the exception of applicants enlisting in Construction ratings. Construction rating applicants shall be enlisted into the Seaman Apprenticeship. Refer to Exhibit 010601 for appropriate apprenticeships.

**010605. SCHOOL GUARANTEE PROGRAM MATRIX.** Refer to Exhibit 010601.

**010606. SECURITY SCREENING**

a. **Personnel Security Investigation (PSI).** This investigation (SF-86) is required for all applicants. Classifiers must ensure the SF-86 is completed and administer the PSSQ when an applicant considers enlisting into a rating requiring a SSBI. Pay special attention to completion of the “Relative and Associates” item in the SF-86. Refer to Volume III for further details and instructions regarding the PSI and SF-86.

b. **Interview.** When interviewing CT, IS, IT, SECF, PRP (MT), and YNS applicants, scrutinize responses regarding financial responsibility, drug use history, and criminal record since these past activities could be targeted for potential blackmail. Applicants

who are former members of the Peace Corps shall not be given school guarantees for the above ratings.

**010607. CRYPTOLOGIC TECHNICIAN INTERPRETIVE (CTI) AND RELIGIOUS PROGRAMS SPECIALIST (RP) STATEMENTS OF UNDERSTANDING.** All CTI and RP applicants must read the applicable statement of understanding (refer to the Classifier Rating/Program Fact Sheets). Classifiers must ensure applicants initial, in paragraph 5 of the appropriate NAVCRUIT 1133/52, indicating acknowledgement of the obligations and conditions of the applicable rating.

**010608. HOSPITAL CORPSMAN DENTAL ASSISTANT (HMDA) (HM-8701).** All HMDA recruits will attend the Dental Assistant School upon completion of Hospital Corpsman “A” School. Dental Assistant training is 40 days in duration and provides instruction in dental infection control, dental treatment room management, preventive dentistry, comprehensive dental assisting, and intraoral radiology. Specific accession requirements are contained in Exhibit 010601.

**010609. T+X ACCESSION PROGRAM.** The T+X Accession Program began in FY11. T+X determines each Sailor’s enlistment obligation by adding the average length of initial training (“T”) to the calculated length of the first operational tour (“X”) for each rating. Sailors in T+X ratings are assigned a five-year obligation under the “T+X” accession program instead of the School-Guarantee (SG) program (four-year obligation). T+X ratings will reflect “5YO” in the accession goaling letter and all corporate Navy IT Systems (PRIDE, CeTARS, etc). There are a total of 14 ratings included in the T+X Accession Program. The four original T+X ratings include: AO, EM, GSE, and QM. Beginning with FY13, 10 new ratings/programs have been now included in the T+X accession program: ABE, ABF, ABH, AME, BM, CSS, GSM, MMS, SH, and OS. Applicants scheduled to ship in FY13 in these 10 new T+X ratings must have a 5YO contract. These 10 new T+X ratings will not have a SG counterpart starting in FY13. Applicants scheduled to ship in FY12 for these 10 ratings will continue to be contracted as SG (four year obligation). If a Future Sailor is rolled out to ship in FY13 in one of these 10 new ratings his/her contract must be changed to reflect 5YO. If a Future Sailor is rolled in to ship in FY12 in one of these 10 new T+X ratings his/her contract must be changed to reflect SG (four year obligation). Paragraph 010603, Term of Enlistment, and exhibit 010601 have been updated to reflect all 14 T+X ratings as 5YO.

**EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX**

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
<b>ABE/5YO</b> Aviation Boatswain's Mate (Launch and Recovery Equipment) (AN)	VE+AR=MK+AS=184	20/100 UNCORR <b>Note (1)</b>	<b>X</b>	<b>X</b>				<b>60</b>		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>ABF/5YO</b> Aviation Boatswain's Mate (Fuels) (AN)	VE+AR+MK+AS=184	20/100 UNCORR <b>Note (1)</b>	<b>X</b>	<b>X</b>				<b>60</b>		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception. Must hold a valid state drivers license.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>ABH/5YO</b> Aviation Boatswain's Mate (Aircraft Handling) (AN)	VE+AR+MK+AS=184	20/100 UNCORR <b>Note (1)</b>	<b>X</b>	<b>X</b>				<b>60</b>		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>AC/5YO</b> Air Traffic Controller (AN)	VE+AR+MK+MC=220  <b>Or</b> VE+MK+MC+CS=220	20/200 UNCORR <b>Note (1)</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>60</b>	<b>X</b>	Must be 18 years old upon school entry. Be physically qualified per MANMED ARTICLE 15-95. No history of drug abuse. Persons convicted by federal/state statutes for drug offense(s) are not eligible. No waivers authorized. Must meet hearing standards contained in MANMED ARTICLE 15-86.



**EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX**

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
<b>AD</b> Aviation Machinist's Mate (AN)	VE+AR+MK+AS=210 Or VE+AR+MK+MC=210	<b>X</b>	<b>X</b>	<b>X</b>				<b>48</b>		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>AE</b> Aviation Electrician's Mate (AN)	AR+MK+EI+GS=222 Or VE+AR+MK+MC=222	<b>X</b>	<b>X</b>			<b>X</b>		<b>48</b>	<b>X</b>	Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
<b>AG</b> Aerographer's Mate (AN)	VE+MK+GS=162		<b>X</b>			<b>X</b>		<b>48</b>	<b>X</b>	
<b>AM</b> Aviation Structural Mechanic (AN)	VE+AR+MK+AS=210 Or VE+AR+MK+MC=210	<b>X</b>	<b>X</b>	<b>X</b>				<b>48</b>		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
<b>AME/5YO</b> Aviation Structural Mechanic (Safety Equipment) (AN)	VE+AR+MK+AS=210 Or VE+AR+MK+MC=210	<b>X</b>	<b>X</b>	<b>X</b>				<b>60</b>		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>AO/5YO</b> Aviation Ordnanceman (AN)	VE+AR+MK+AS=185 Or MK+AS+AO=140	20/100 UNCORR Note (1)	<b>X</b>	<b>X</b>		<b>X</b>		<b>60</b>	<b>X</b>	Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										

**EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX**

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
<b>AS</b> Aviation Support Equipment Technician (AN)	VE+AR+MK+AS=210 Or VE+AR+MK+MC=210		X					48		
<b>AT</b> Aviation Electronics Technician (AN)	AR+MK+EI+GS=222 Or VE+AR+MK+MC=222	X	X			X		48	X	Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>AV</b> Aviation Avionics (AN)	AR+MK+EI+GS=222 Or VE+AR+MK+MC=222	X	X			X		48	X	Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>AW</b> Naval Aircrewmen	VE+AR+MK+MC=210 Or VE+AR+MK+AS=210	X	X	X	X	X		72	X	AW rate is only available via the Aircrew Programs. Must volunteer for duty involving aerial flight and be physically qualified and psychologically adapted for flight per the appropriate MANMED Article. Must be certified as Class II swimmer prior to completion of Recruit Training, with the potential of qualifying as Class I swimmer during AW training. Rescue swimmer and sea-air rescue training included in AW guarantee, therefore strong swimmers are desired. No history of drug abuse.
<b>Aviation Weight:</b> The maximum acceptable weight is 245 pounds. There is no waiver of this requirement since this is the maximum weight for ejection seat capacity. <b>Body Fat:</b> Males must be less than or equal to 22 percent. Females must be less than or equal to 30 percent. <b>Note:</b> Hay fever, Asthma, Bee Sting, or food allergic reaction and chronic motion sickness are general medical disqualifiers. <b>All AWs will be accessed either as AIRR ATF or AIRC ATF. Refer to Section 3 Navy Challenge Program for AIRR. Refer to Section 7 Aircrewman Program for AIRC.</b>										
<b>AZ</b> Aviation Maintenance Administration- man (AN)	VE+AR=102					X		48	X	

**EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX**

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
<b>BM/5YO</b> Boatswain's Mate (SN)	VE+AR+MK+AS=175 Or MK+AS+AO=135		X		X			60		HSDG or HSG required. U.S. citizenship is required for assignment to nuclear powered aircraft carriers.
<b>BU/5YO</b> Builder (SN)	AR+MC+AS=145			X				60		<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.
<b>CE/5YO</b> Construction Electrician (SN)	AR+MK+EI+GS=201	X	X					60		
<b>CM/5YO</b> Construction Mechanic (SN)	AR+MC+AS=162							60		
<b>CS</b> Culinary Specialist (SN)	VE+AR=88							48		
<b>CSS/5YO</b> Culinary Specialist (Submarine) (SN)	AR+MK+EI+GS=200 Or VE+AR+MK+MC=200				X	X	X	60	X	Refer to Note 9. Must sign NAVPERS 1070/613 Volunteer for Submarine Duty. Must meet drug/alcohol abuse criteria specified in Volume II. Closed to females.
<b>CT</b> Cryptologic Technician (SN) (CTI, CTM, CTN, CTR, CTT)										HSDG or HSG required. IAW ICD 704, applicants with non-citizen immediate family members may be approved. At RTC applicant must participate in an in-depth personal security screening interview conducted by a NAVYCYBFOR special representative. Moral turpitude offense(s) are generally disqualifying. The PSSQ is required and must be in the service record and residual file. Applicants who are former Peace Corps members are not eligible. Must meet drug abuse criteria specified in Volume II.

**EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX**

<b>Rating/ School</b>	<b>ASVAB Test Score Qualification</b>	<b>Vision Corr 20/20</b>	<b>NCP</b>	<b>NH</b>	<b>NSI</b>	<b>SCE</b>	<b>Sub Qual</b>	<b>Mos Obli Serv</b>	<b>US Cit</b>	<b>Remarks</b>
<b>CTI/ATF</b> Cryptologic Technician Interpretive (SN)	VE+MK+GS=162			X		X SSBI		72	X	Refer to Exhibit 010201.
<b>CTM</b> Cryptologic Technician Maintenance (SN)	AR+MK+EI+GS=223		X			X SSBI		48	X	See remarks for CT.
<b>CTN/ATF</b> Cryptologic Technician Networks (SN)	AR+2MK+GS=235 OR VE+AR+MK+MC=235	X		X		X SSBI		72	X	Refer to Exhibit 010201.
<b>CTR</b> Cryptologic Technician Collection (SN)	VE+AR=109			X		X SSBI		48	X	See remarks for CT.
<b>CTT</b> Cryptologic Technician Technical (SN)	VE+MK+GS=162		X	X	X	X SSBI		48	X	See remarks for CT.
<b>DC</b> Damage Controlman (FN)	VE+AR+MK+AS=205 Or VE+AR+MK+MC=205		X					48		Applicants will attend Basic Engineering Common Core (BECC) and will be assigned to their first permanent duty station with no additional training.
<b>EA/5YO</b> Engineering Aid (SN)	AR+2MK+GS=207							60		Must have completed ½ year of high school or one college quarter or semester Trigonometry. Minimum grade of “C” required. Course title must be specifically Trigonometry.

**EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX**

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
<b>EM/5YO</b> Electrician's Mate (FN)	VE+AR+MK+MC=210 Or AR+MK+EI+GS=210		X					60		Applicants will attend Basic Engineering Common Core (BECC) and will attend an approximately two-week Apprentice Technical Training (ATT) prior to assignment to their first permanent duty station.
<b>EN</b> Engineman (FN)	VE+AR+MK+AS=200 Or VE+AR+MK+AO=205			X				48		Applicants will attend Basic Engineering Common Core (BECC) and will be assigned to their first permanent duty station with no additional training.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>EO/5YO</b> Equipment Operator (SN)	AR+MC+AS=145		X	X				60		Must have stereoscopic vision. No Driving Under the Influence (DUI) within a one-year period of attending "A" School. Must hold a valid state driver's license. No major vehicle accident to include damages to private, state, or government property in excess of \$5000 or hitting a pedestrian.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>GM</b> Gunner's Mate (SN)	AR+MK+EI+GS=205		X	X		X		48	X	No history of drug abuse.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>GSE/5YO</b> Gas Turbine System Technician (Electrical) (FN)	VE+AR+MK+MC=210 Or AR+MK+EI+GS=210		X					60		Applicants will attend Basic Engineering Common Core (BECC) and will attend an approximately two-week Apprentice Technical Training (ATT) prior to assignment to their first permanent duty station.
<b>GSM/5YO</b> Gas Turbine System Technician (Mechanical) (FN)	VE+AR+MK+AS=200 Or VE+AR+MK+AO=205		X					60		Applicants will attend Basic Engineering Common Core (BECC) and will be assigned to their first permanent duty station with no additional training.

**EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX**

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
HM/5YO Hospital Corpsman (SN)	VE+MK+GS=156							60		Applicants must be informed that they will be assigned to duties involving direct patient care and clinical services and may be assigned to the Fleet Marine Force (FMF) for duty. Licensed physicians, dentists, nurses, or graduates of a medical, dental, or nursing school in any country are ineligible for this rating. No history of drug abuse or commission of offenses involving alcohol, narcotics, or other controlled substances with the exception of experimental or casual use of marijuana. Applicants must be of highest standards as requirements are strictly adhered to before accession into the HM community. Include all transcripts with records (used to determine subspecialties qualified for). Refer to Article 010608 for Dental Assistant training specifics.
HM Dental Assistant/5YO Hospital Corpsman (SN)	VE+MK+GS=156		X					60		
HT Hull Maintenance Technician (FN)	VE+AR+MK+AS=205 Or VE+AR+MK+MC=205		X	X		X		48	X	Applicants will attend Basic Engineering Common Core (BECC) and will attend follow-on training lasting approximately 30 days prior to assignment to their first permanent duty station.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
IC Interior Communications Electrician (FN)	AR+MK+EI+GS=213		X			X		48	X	
IS/ATF Intelligence Specialist (SN)	VE+AR=107	X	X		X	X SSBI		72	X	Refer to Exhibit 010201.

**EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX**

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
<b>IT</b> Information Systems Technician (SN)	AR+2MK+GS=222 Or AR+MK+EI+GS=222		X	X	X	X SSBI		48	X	IAW ICD 704, applicants with non-citizen immediate family members may be approved. Moral turpitude offense(s) are generally disqualifying. Must meet drug abuse criteria specified in Volume II. The PSSQ is required and must be in the service record and the residual file.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>LN</b> Legalman (SN)	VE+MK=105 Or VE+MK+CS=157				X	X		48	X	Must be HSDG or HSG. Must type minimum of 40 WPM when enlisted. No NJP or civil involvement within past 24 months (except minor traffic). No drug or alcohol waivers above NAVCRUITDIST CO level. Must be eligible for security clearance.
<b>LS</b> Logistics Specialist (SN)	AR+VE=102							48		
<b>LSS</b> Logistics Specialist (Submarine) (SN)	AR+MK+EI+GS=200 Or AR+VE+MK+MC=200	X		X	X	X	X	48	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Must meet drug/alcohol abuse criteria specified in Volume II. Closed to females.
<b>MA</b> Master-at-Arms (SN)	WK+AR=98 And WK=43	X	X	X	X	X		48	X	Must be HSDG or HSG. Must possess valid driver's license. No NJP or civil involvement within past 36 months (except minor traffic). No drug or alcohol waivers above NAVCRUITDIST CO level. Must be eligible for security clearance. PSSQ screening required.
<b>MC/5YO</b> Mass Communication Specialist (SN)	VE+AR=115	X	X			X		60	X	HSDG/HSG required.
<b>MM</b> Machinist's Mate (FN)	VE+AR+MK+AS=200 Or VE+AR+MK+AO=205			X				48		Applicants will attend Basic Engineering Common Core (BECC) and will be assigned to their first permanent duty station with no additional training.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										

**EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX**

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
<b>MMS/5YO</b> Machinist's Mate (Submarine) (FN)	VE+AR+MK+MC=210	X	X	X	X	X	X	60	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Must meet drug/alcohol abuse criteria specified in Volume II. Closed to females.
<b>MN</b> Mineman (SN)	VE+AR+MK+MC=210 Or VE+AR+MK+AS=210		X			X		48	X	Must be able to pass overseas screening per MILPERSMAN ARTICLE 1300-302. No pre-service drug, alcohol, or conduct waivers allowed.
<b>MR</b> Machinery Repairman (FN)	VE+AR+MK+AS=205 Or VE+AR+MK+MC=205	X		X				48		Applicants will attend Basic Engineering Common Core (BECC) and will attend follow-on training lasting approximately 30 days prior to assignment to their first permanent duty station.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>MU</b> Musician (SN)	<b>Selection based on personal audition at School of Music or Navy Band. ASVAB test score qualification: 35. (no line score criteria)</b>									Refer to Volume IV, Chapter 3, Section 12 for specifics.
<b>OS/5YO</b> Operations Specialist (SN)	VE+MK+CS=157 Or AR+2MK+GS=210		X	X	X	X		60	X	Must meet drug/alcohol abuse criteria specified in Volume II.
<b>PR</b> Aircrew Survival Equipmentman (AN)	VE+AR+MK+AS=185 Or MK+AS+AO=140	X	X					48		Visual acuity (near and distant) must correct to 20/20 or better in each eye and correction must be worn per MANMED Article 15-99. Must meet color perception standards contained in MANMED ARTICLE 15-85. No obvious heterotropia or symptomatic heterophoria (NOHOSH).
<b>PS</b> Personnel Specialist (SN)	VE+MK=105 Or VE+MK+CS=157							48		Must not have been convicted or received punishment for any crime incident to larceny or fraud by a court-martial under UCMJ Article 15 or by a civilian court within the previous 36 months.



**EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX**

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
<b>QM/5YO</b> Quartermaster (SN)	VE+AR=96	X	X		X	X		60	X	
<b>RP</b> Religious Program Specialist (SN)	VE+MK=105 Or VE+MK+CS=157				X	X		48	X	Must complete favorable interview by Chaplain/RP Screening Committee at RTC. HSDG or equivalent with successful completion of 10 <sup>th</sup> grade. Repeat military offenders and personnel convicted by military or civilian authorities of any criminal offense reflecting unfavorably upon their character or integrity are ineligible for the RP rating. Moral turpitude offense(s) are disqualifying. Ministers, Priests, or Rabbis are ineligible for this rating. Must possess a valid state driver's license.
<b>SH/5YO</b> Ship's Serviceman (SN)	VE+AR=95							60		No conviction from any crime of larceny or fraud within previous 36 months.
<b>STG</b> Sonar Technician (Surface) (SN)	AR+MK+EI+GS=223		X	X		X PRP		48	X	Must meet minimum auditory requirements set forth in NAVPERS 18068. Must meet drug abuse criteria specified in Volume II.
<b>Audiometric Hearing Levels:</b> Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
<b>SECF</b> Submarine Electronics/ Computer Field (SN)	AR+MK+EI+GS=222 Or VE+AR+MK+MC=222		X	X	X	X SSBI	X	60	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Must meet drug/alcohol abuse criteria specified in Volume II. Closed to females. Guarantee is for ST, FT, or ET Class "A" School with submarine volunteers required. PSSQ Screening Required.
<b>SW</b> Steelworker (SN)	AR+MC+AS=145							60		

**EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX**

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
<b>UT</b> Utilitiesman (SN)	AR+MK+EI+GS=201							<b>60</b>		
<b>YN</b> Yeoman (SN)	VE+MK=105 <b>Or</b> VE+MK+CS=157					<b>X</b>		<b>48</b>	<b>X</b>	
<b>YNS</b> Yeoman (Submarine) (SN)	AR+MK+EI+GS=200 <b>Or</b> VE+AR+MK+MC=200				<b>X</b>	<b>X SSBI</b>	<b>X</b>	<b>48</b>	<b>X</b>	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Must meet drug/alcohol abuse criteria specified in Volume II. Closed to females. PSSQ Screening Required

**Notes:**

1. VISION CORR 20/20 = Vision must correct TO 20/20. When specified, uncorrected visual acuity must not be greater than that indicated (i.e., 20/100), and must be correctable to 20/20.
2. NCP = Normal Color Perception. Must correctly identify 12 of 14 plates during PIP test or pass FALANT.
3. NH = Normal Hearing. Defined as PULHES Code of “1” under the Hearing Section “H”.
4. NSI = No Speech Impediment.
5. SCE = Must be eligible for Security Clearance.
6. SUB QUAL = Submarine Qualified.
7. MOS OBLI SERV = Obligated Service/Months.
8. US CIT = U.S. Citizenship required.
9. Submarine volunteers must ultimately meet physical standards per MANMED ARTICLE 15-106. For initial purposes, MEPS physical is satisfactory. Submarine volunteers should be briefed that a more detailed physical will be conducted at RTC or BESS to determine physical qualifications for submarines.

## SECTION 7

### AIRCREWMAN PROGRAM

**010701. GENERAL.** This is a six-year enlistment program guaranteeing an initial flying assignment as a flight crewmember in fixed wing **or** helicopter aircraft and provides for training via various Class “A” Schools for a specific service rating within the Naval Aircrewman (AW) general rating. Applicants undergo some of the most demanding physical training offered by the military services. Recruits must volunteer for flying duty, be capable of passing a Class II swim test, and pass an aviation flight physical. Applicants must be made aware that their entrance physical examination will be verified for flight qualifications at RTC and Naval Aircrewman Candidate School (NACCS).

**010702. QUALIFICATIONS.** Applicants must meet all enlistment eligibility requirements specified in Volume II, the following additional requirements, and the Aircrewman Qualification Matrix (Exhibit 010701).

a. **ASVAB.** Applicants must have a minimum score of  $VE+AR+MK+MC=210$  **or**  $VE+AR+MK+AS=210$ . Recruits’ ASVAB scores will be reviewed upon classification at NACCS to ensure further qualification for a specific source rating.

b. **Age.** Applicants must be 30 years of age or less at the time of enlistment.

c. **Physical Fitness.** While in DEP, but prior to shipping, Aircrew candidates must pass the Navy’s Physical Readiness Test (PRT) with a score of satisfactory-medium (sat-medium) for their age and gender (refer to OPNAVINST 6110.1). Aircrew candidates shall sign a Hold Harmless Agreement prior to being administered the PRT. PRT test results shall be documented in RTOOLS. Additionally, at the time of classification, all Aircrew candidates must read and sign NAVPERS 1070/613 Aircrewman Statement of Understanding which outlines the physical requirements to commence and graduate from NACCS.

d. **Drug Usage.** Use of illegal or controlled substances is cause for application disapproval due to the inherently hazardous nature of this program. Drug waivers will be considered on a case-by-case basis per Volume II.

e. **Citizenship.** Must be a U.S. citizen.

f. **Prior Service.** Refer to Volume IV, Chapter 1, Section 8, Section 9, or Section 10 (as appropriate).

g. **Education.** Must be a high school graduate.

**010703. SECURITY CLEARANCE.** Applicants must have citizenship and character requirements to be granted a SECRET clearance and meet reliability standards for

assignment to the Personnel Reliability Program (PRP as specified in SECNAVINST 5510.30). A complete PRP screen is not required for enlistment.

**010704. SERVICE RATINGS.** Men and Women enlisted in the Aircrew program will be assigned to one of the following service ratings within the Naval Aircrewman (AW) general rating: Aircrewman Helicopter (AWS), Aircrewman Operator (AWO), Aircrewman Mechanical (AWF), or Aircrewman Avionics (AWV). Assignment to a specific class “A” school for a service rating within the program will be made while assigned to Naval Aircrew Candidate School (NACCS) and will be based on the applicant’s test scores, personal desires, needs of the Navy, and continued eligibility for the Aircrew program.

**010705. TRAINING CYCLE.** Trainees are normally assigned to Class “A” School immediately after completion of NACCS. The normal training cycle is:

- a. Recruit Training (Great Lakes, IL)
- b. Naval Aircrew Candidate School (Pensacola, FL)
- c. Class “A” School (Pensacola, FL)
- d. Survival Evasion Resistance Escape (SERE) School (San Diego, CA or Brunswick, ME)
- e. Fleet Replacement Squadron (FRS) various locales
- f. Initial squadron assignment (various locales)

**010706. ENLISTMENT TERM.** Applicants enlist in the U.S. Navy or in the Full Time Support (FTS) Enlistment Program for four years and concurrently execute an *Agreement to Extend Enlistment* (NAVPERS 1070/621 or NAVPERS 1070/622) for 24 months using the following narrative reason entry:

**“Training in the Aircrewman Program and accelerated advancement to paygrade E4 in accordance with MILPERSMAN Article 1220-010. Accelerated advancement to E4 is authorized only after successful completion of Naval Aircrew Candidate School, Class “A” School, and Fleet Replacement Squadron training. I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN Article 1160-040. This is my first enlistment. Total aggregate of extension: 24 months.”**

**Note:** For NAVPERS 1070/622, SUBSTITUTE “Total Reserve Active Duty Obligation (RADO) is 72 months.”

**010707. APPRENTICESHIP AND PAYGRADE**

a. **Entry.** All accepted applicants are enlisted in Paygrade E1. This does not preclude enlistment in paygrade E2 or E3 per Volume IV, Chapter 3, Section 7. The Recruit Training curriculum is the same as required for all new accessions.

**b. Accelerated Advancement**

(1) Individuals accepted to the Aircrewman Program, including P-3 Flight Engineer training, are authorized accelerated advancement to paygrade upon successful completion of FRS training and award of the appropriate Aircrewman NEC designation.

(2) Eligibility for accelerated advancement to paygrade E4 is terminated if an individual is disqualified for Aircrewman duties because of disciplinary infractions prior to advancement to E4. This does not preclude advancement to paygrade E2 or E3 on normal advancement criteria.

(3) Accelerated advancement to paygrade E4 requires a six-year active duty obligation as set forth in MILPERSMAN Article 1220-010. If a member is reduced in rate subsequent to accelerated advancement to E4, there is no change to active obligated service.

**010708. DISENROLLMENT**

a. **Failure to Qualify.** Members who fail to remain qualified are not entitled to further Aircrewman training. This includes members who Drop On Request (DOR) or non-volunteers from the Aircrewman Program.

(1) Canceling extension of enlistment because of disenrollment from the Aircrewman Program is per MILPERSMAN Article 1160-040. Applicants must be specifically counseled that if they DOR, request removal from flight status, or are found not desirable for continuation in the Aircrewman Program, the extension agreement may be cancelled.

(2) Since acceptance of accelerated advancement to E4 requires a six-year active duty obligation, applicants who DOR, request removal from flight status, or are found not desirable for continuation, but who have accepted accelerated advancement, retain their extension obligation.

(3). Those who do not meet the basic eligibility criteria prescribed subsequent to enlisting and enrollment are subject to disenrollment even if the individual is not at fault.

(4) Personnel may be disenrolled for demonstrated unreliability. Evidence includes involvement with military or civilian authorities that cast serious doubt on the individual's reliability for assignment as a Naval Aircrewman.

b. **Disposition of Members Disenrolled.** The Aircrewman Program is voluntary. Individuals may request to be disenrolled at any time. Process disenrolled personnel as follows:

(1) **RTC.** Per Production Management Office (PMO) monthly reclassification guidance.

(2) **NACCS.** Disenrollees may be reclassified provided they meet the provisions of MILPERSMAN Articles 1236-020 and 1220-020. However assignment to Class “A” School is not guaranteed and is subject to the needs of the Navy.

(3) **FRS Training.** Individuals disenrolled from Aircrewman FRS training, including P-3 Flight Engineer training, are not eligible for automatic advancement to E4 and may not necessarily be retained in the Aircrewman Program. BUPERS-321 is the final authority for determination of Aircrewman Program and/or Class “A” School eligibility.

(4) **Class “A” School.** Individuals who fail to complete Class “A” school for academic reasons may, if qualified, be reclassified to another Class “A” school. Inability to successfully complete Class “A” School will be cause for disqualification from the Aircrewman program.

**010709. AGREEMENT TO EXTEND ENLISTMENT.** This form is required for enlistment in the Aircrewman program. The applicant or Future Sailor signs the prepared agreement on the day of enlistment.

**010710. AIRCREWMAN PROGRAM SCREENING.** The following table portrays program conduct eligibility requirements. Any level of review authority has final eligibility waiver disapproval.

Type of Offense	Number of Offenses	Waiver Authority
Traffic Violations	One to five Six or more within two years	No waiver required NAVCRUITCOM (N32)
Non-Traffic Offenses (Minor Misdemeanors)	One or two Three to five Six or more	NAVCRUITDIST CO NAVCRUITCOM (N32) Not Eligible
Misconduct (Serious Misdemeanors)	One Two Three or more	NAVCRUITDIST CO NAVCRUITCOM (N32) Not Eligible
Combination of Non-Traffic and Misconduct Offenses.	Combination of one Non-Traffic Offense and one Misconduct	NAVCRUITCOM (N32)
Major Misconduct (Felonies)	One or more at any age	Not Eligible

**010711. AIRCREWMAN PROGRAM STATEMENT OF UNDERSTANDING.** All applicants must read and sign NAVPERS 1070/613 Aircrewman Program Statement of Understanding. Classifiers must sign as witness. This document must be filed in the

enlistment kit for forwarding to RTC upon the member's shipping.

### EXHIBIT 010701. AIRCREWMAN PROGRAM MATRIX

Rating/ School	ASAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
AIRC – Aircraftman (AN)	VE+AR+MK+MC=210 Or VE+AR+MK+AS=210	20/20	X	X	X	X		72	X	Meet physical under U.S. Navy MANMED Articles. For PRT refer to 010702 (c). Must meet drug abuse criteria specified in Volume II. Must be 30 years of age or less at time of accession. HSDG and HSG only.
<b>Note:</b> Normal color and depth perception. Vision must correct to 20/20 in both eyes and correction must be worn. In accordance with MANMED P-117, Article 15-92, applicants must meet the hearing standards for Student Naval Aviator (SNA) (refer to chart below). No speech impediment. All applicants will test for “reading aloud” in accordance with MANMED P-117 Article 15-95. In accordance with OPNAVINST 3710.7, aviation duty minimum and maximum nude body weights are 103 pounds and 245 pounds respectively. Applicants for aviation programs are held to strict physical standards and therefore are less likely to be recommended for waivers. All waivers to the physical standards for AIRC applicants shall be submitted in accordance with MANMED P-117, Article 15-83. Hay fever, asthma, bee sting/food allergy reaction and chronic motion sickness are disqualifying.										

Aircraft Hearing Standards	
Frequency (hz)	Decibel (dB)
500	25
1000	25
2000	25
3000	45
4000	55

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## SECTION 8

### NAVY VETERANS (NAVETS)

**010801. GENERAL.** In accordance with OPNAVINST 1100.4C, NAVETs are applicants whose last tour of active duty or active duty for training (AD/ACDUTRA) was in the U.S. Navy or U.S. Navy Reserve, have been discharged or released more than 24 hours, and who completed a minimum of 12 consecutive weeks of AD/ACDUTRA (to include Recruit Training graduation). Applicants in the New Accession Training (NAT) Program applying for enlistment in the Active Component are also considered NAVETS even though they may have completed less than 12 consecutive weeks AD/ACDUTRA. Those with less than 12 consecutive weeks of prior active duty Naval service are considered Non-Prior Service (NPS) applicants for classification purposes if they are not in the NAT Program and have not completed the full 9 week Navy Recruit Training. However, they must meet Reenlistment Code (RE-Code) eligibility requirements. All NAVET applicants are required to pass a Navy Physical Readiness Test in accordance with OPNAVINST 6110.1. Additionally, **all** NAVET applicants require prior approval from NAVCRUITCOM (N32) before enlistment.

### **010802. REQUIREMENTS AND PROCEDURES**

a. NAVETs must reenlist in accordance with this section and meet the basic enlistment eligibility requirements delineated in Volume II unless otherwise stated in this instruction.

b. NAVETs with civilian experience convertible to a Navy rating may be approved for a higher paygrade from the one previously held. For example, an E4 NAVET who served as a police officer for three years may be eligible for the MA rating under the Prior Service Reenlistment Eligibility (PRISE) III Program as a MA2. All such requests require Enlisted Community Manager (ECM) approval via NAVCRUITCOM (N32). Only NAVCRUITCOM (N32) is authorized to contact the ECM for such approval. NAVCRUITDISTs will submit requests to NAVCRUITCOM (N32) via the respective NAVCRUITREG Commander. The maximum paygrade for **accession** via PRISE III is E3. PRISE III NAVETs will be promoted to the contracted and approved paygrade upon successful completion of the contracted Class “A” School, and if required, Class “C” School.

c. NAVETs shall only be enlisted in under-manned rates and ratings. **All** entry requests, including conversions, must be authorized by the applicable ECM, VIA NAVCRUITCOM (N32), due to rating manning issues. Refer to Volume II for returning Temporary Disability Retirement List (TDRL) NAVETs. These applicants will be reenlisted in their previous rating and paygrade in accordance with this instruction.

d. Depending on current manning, some ratings may have restrictions for reenlistment paygrades. NAVETS who agree to reenlist in a paygrade lower than that held at discharge must sign NAVPERS 1070/613 Voluntary Reduction in Rate.

e. NAVETs enlisting in a rate **different** from their previous one **must** be enlisted under the PRISE III Program. Refer to Section 9.

f. Prior service must be verified with the original or certified copy of the DD Form 214. If an appropriate DD Form 214 is not available, or evidence of alteration exists, prior service shall be verified through the Reenlistment Eligibility Data Display (REDD) Web Application. A printed screen portrait of the applicant's military history will be acceptable for applicant processing.

(1) NAVETs must meet RE-Code requirements to be enlistment eligible. Refer to Chapter 4, Section 4 of this Volume.

(2) NAVETs discharged under the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) Programs **are enlistment eligible** (DD Form 214, Blocks 26/27 will list "KCA"/"RE-3Y" for VSI and "KCB"/"RE-3Z" for SSB). NAVETs separated with severance pay are eligible for reenlistment and will have their severance pay recouped from future retirement monies.

g. NAVETs must be able to complete 20 years of service by age 60. No waivers will be considered.

h. NAVETs must meet dependency requirements delineated by Volume II.

i. NAVETs discharged in paygrade E3 or below must have one year or less of prior service and no more than six years broken service.

j. NAVETs with more than one year of prior service must have been discharged in paygrade E4 or higher and have no more than five years broken service.

k. NAVETs discharged in paygrades E4 through E6 cannot have more than five years broken service without ECM waiver approval. Waiver requests should document significant Reserve service or civilian equivalent certification.

l. NAVETs accessed in paygrade E4 must have no more than four years of prior service to enlist. NAVETs accessing in paygrade E5 must have no more than 10 years of prior service and those accessing in paygrade E6 must have no more than 14 years of prior service.

m. NAVETs enlisting in their previous rating must be able to enlist/obligate for at least four years of service without reaching High Year Tenure (HYT) constraints. NAVETs enlisting under the provisions of PRISE III must enlist for **two years** and agree to extend their enlistment by at least 24 months upon completion of Class "A" School.

n. If frocked at the time of discharge NAVETs can request reenlistment in the frocked paygrade **only if reenlisting within six months of discharge and in the previously held rating**. ECM and PERS-811 approval, via NAVCRUTCOM (N32), is

required. NAVETs converting to a new rating via PRISE III are ineligible for reenlistment in a prior frocked paygrade.

o. MEPS may accept a separation physical examination if it is not more than one year old. This date is computed from the date of the separation examination to the date of MEPS processing. The NAVET must provide a copy of their DD Form 2808 separation physical and will be required complete a new DD Form 2807-1 at MEPS.

p. E3 personnel previously designated as a striker may enlist in a designated status with the respective N132/ECM approval via NAVCRUITCOM (N32).

q. NAVCRUITDISTs must ensure NAVETs are **qualified** (mentally, morally, and physically) for the rating into which they are reenlisting or converting.

r. AIRR, ND, EOD, SO, SB, and candidates for these programs must meet all eligibility criteria per MILPERSMAN Articles 1220-010, and/or 1220-100 - 1220-400 which provide the requirements and guidance on assembling and submitting entry application packages. Although normally used by active duty personnel, these requirements must also be met by NAVETs. NAVETs interested in returning to or applying for Navy Challenge Programs must submit an application package, specifying the desired program, to NAVCRUITCOM (N32) in accordance with MILPERSMAN Articles 1220-010, 1220-100 - 1220-400. Additional guidance, including EOD/ND/SO/SB application package content checklist, is available at: <https://www.npc.navy.mil/enlisted/seal/>. NAVET applicants for Navy Challenge Programs must meet Physical Screening Test requirements established in Volume V.

s. Prior to entering the DER Program, the R-OPS or EPDS must review and sign the kit verifying the applicant's enlistment eligibility. The following statement, signed by the NAVCRUITDIST CO or by directional authority, is required on DD Form 1966, Section VI, Remarks:

**“Authorized to enlist in the U.S. Navy by (insert approving authority, e.g., CO NAVCRUITDIST Raleigh) as (rate). NAVCRUITDIST \_\_\_\_\_ has verified that the guaranteed rating has been approved by NAVCRUITCOM (N32) and that the applicant meets RE-Code, High Year Tenure, and guaranteed rating eligibility requirements (mental, moral, and physical).”**

t. Recruiting personnel shall make no oral or written promises or guarantees regarding Selective Reenlistment Bonus (SRB). NAVETs in a SRB-eligible rating or possessing one of the SRB-eligible NECs, and not reenlisting under PRISE III, must sign NAVPERS 1070/613 Selective Reenlistment Bonus (SRB).

u. NAVETs must be enlisted through the Direct Enlistment Reservation (DER) Program. NAVETS that are either SELRES or IRR require a DD Form 368 approved by NAVPERSCOM (PERS-913).

v. NAVETs are ineligible for the Navy College Fund or new benefits under the Montgomery GI Bill however, eligibility for benefits predicated on initial NPS enlistment is not affected. An Enlistment Bonus (EB) may be granted if the DD Form 4 and annexes from all previous active duty and reserve enlistments are provided in order to verify that no previous EB was awarded and the member is eligible per the current EB NAVADMIN. NAVCRUITDIST CO pre-approval of the EB is required.

**010803. NAVET IN-PROCESSING SITE.** NAVETs re-accessing into the Active Component do not attend Navy Recruit Training but are ordered to RTC Great Lakes (**UIC 42125**) for **in-processing only** (i.e., duty station assignment, administrative processing, uniform outfitting, etc.). NAVETs should bring previously purchased, fully serviceable sea bag items to avoid unnecessary expenses. In addition, they must have complete copies of their enlistment physical DD Forms 2808 and 2807-1 when reporting. Inform NAVETs that it may require up to 60 days to complete processing at RTC although average processing time is 30 days for CONUS orders and 45 days for OUTCONUS orders.

**010804. ENLISTMENT REQUIREMENTS AND PROCEDURES FOR NAT.** NATs in the Selected Reserve (SELRES) or Individual Ready Reserve (IRR) phase of their Military Service Obligation (MSO) may be accessed for reenlistment on active duty providing 24 months of service as a mandatory drilling obligation is fulfilled as per BUPERSINST 1001.39, section 703. Additionally, NAT accessions are also subject to the following policies pertaining to NAVETs:

- a. NATs require ECM approval, VIA NAVCRUITCOM (N32).
- b. NATs require a DD Form 368 approved by NAVPERSCOM (PERS-913).
- c. NATs are eligible for reenlistment with a guarantee for a new Class “A” school only if they are not approved to reenlist in their previous rating. NATs must be mentally, morally, and physically qualified for a new rating and quotas must be available in PRIDE.
- d. NATs reenlisting into the Active Component are not required to attend RTC.

## SECTION 9

### PRIOR SERVICE REENLISTMENT ELIGIBILITY (PRISE) III PROGRAM

**010901. GENERAL.** The PRISE III Program offers reenlistment opportunities and rating conversion to Navy Veterans (NAVETs) who apply to reenlist in the AC after being discharged or released for more than 24-hours and are not approved to reenlist in their previously held rating. All PRISE III NAVETs require Enlisted Community Manager (ECM) approval, VIA NAVCRUITCOM (N32). NAVETs reenlisting under this program must be qualified for the new rating.

#### **010902. REQUIREMENTS AND PROCEDURES**

- a. Non-designated NAVETs or those designated in a rating but not approved for reenlistment in that rating by ECM must enlist under PRISE III.
- b. NAVETs generally must have at least 180 consecutive days of prior naval service, but no more than six years of prior naval service to enlist under PRISE III. Exceptions may be made in ratings critical to readiness. Consult the current CREO NAVADMIN to determine whether a specific rating is critically under-manned.
- c. Must have been recommended for reenlistment on date of discharge.
- d. All PRISE III reenlistments will obligate for **two years** in the U.S. Navy (**not Navy Reserve**) and applicants must agree to obligate for an additional 24 months or more upon completion of Class “A” School. NAVETs must be qualified for and guaranteed a rating/program listed as critically undermanned on the current CREO NAVADMIN. Only unsold Class “A” School seats are made available for PRISE III reenlistees; seat availability will be limited.
- e. **The maximum paygrade for accession via PRISE III is E3**, except for NAVETs guaranteed Advanced Electronics Computer Field (AECF), Cryptologic Technician Interpretive (Native Speaker) (CTI (N)), or the Nuclear Power Field (NF). The maximum accession paygrade for NAVETs reenlisting for AECF, CTI (N), or NF is E4. No waivers to enlist at a higher paygrade are authorized. NAVETs will enlist in the source apprenticeship of their guaranteed rating/program. PRISE III NAVETs will be promoted to the contracted and approved paygrade upon successful completion of the contracted Class “A” School. **NAVETs who do not successfully complete contracted Class “A” School will be assigned to the Fleet as non-designated strikers for the term of their enlistment and may strike for any rating in accordance with the current CREO NAVADMIN.** NAVETs who reenlist under PRISE III are ineligible for rating conversion in the current enlistment unless entering NSW/NSO Programs. NAVCRUIT 1133/72 (PRISE III Paygrade Reduction Annex) will be used for all PRISE III NAVETs.
- f. Prior to accession the R-OPS or EPDS must review and sign the kit verifying the applicant’s enlistment eligibility. The following statement, signed by the

NAVCRUITDIST CO or by directional authority, is required on DD Form 1966, Section VI, Remarks:

**“Authorized to enlist in the U.S. Navy by (insert approving authority, e.g., NAVCRUITDIST Raleigh) as (rate) with a guaranteed conversion to (rate) under the PRISE III Program. NAVCRUITDIST \_\_\_\_\_ has verified that the guaranteed rating is open to NAVETs and that the applicant meets RE-Code, High Year Tenure, test score, and guaranteed rating physical eligibility requirements.”**

g. NAVETS applying for entry into ND, EOD, SO, or SB, must meet all MILPERSMAN Article 1220-100 – 1220-400 eligibility criteria.

(1) Applicants will be accessed in paygrade E3 or below with a guarantee for SO, SB, EOD, or ND rating and training and will be ordered to RTC Great Lakes (**UIC 42125**). A service record entry must be made utilizing NAVPERS 1070/613.

(2) If a NSW/NSO candidate fails to screen or complete the contracted course they may be eligible for reclassification with the gaining ECM's approval.

(3) The PRISE III Program is **not** a reenlistment incentive program. PRISE III enlistees may be eligible for a SRB however, recruiting personnel shall make no verbal or written promises regarding SRB eligibility. Applicants must sign NAVPERS 1070/613 Selective Reenlistment Bonus (SRB) if guaranteed a PRISE III Class “A” School that is SRB eligible.

h. Another Class “A” School will be assigned, as determined by NAVPERSCOM (PERS-4010) if the Class “A” School guaranteed at enlistment is not available once the member returns to active duty.

**010903. NAVET IN-PROCESSING SITE.** NAVETS re-accessing into the Active Component do not attend Navy Recruit Training but are ordered to RTC Great Lakes (**UIC 42125**) for **in-processing only** (i.e., duty station assignment, administrative processing, uniform outfitting, etc.). NAVETs should bring previously purchased, fully serviceable sea bag items to avoid unnecessary expenses. In addition, they must have complete copies of their enlistment physical DD Forms 2808 and 2807-1 when reporting. Inform NAVETs that it may require up to 60 days to complete processing at RTC although average processing time is 30 days for CONUS orders and 45 days for OUTCONUS orders.

## SECTION 10

### OTHER SERVICE VETERANS (OSVET)

**011001. GENERAL.** In accordance with OPNAVINST 1100.4C, OSVETs are applicants whose last tour of active duty or active duty for training (AD/ACDUTRA) was in a branch of service other than the U.S. Navy, have been discharged or released more than 24 hours, and who completed a minimum of 12 consecutive weeks of AD/ACDUTRA (to include Basic Training Graduation). Applicants discharged from another branch of service with less than 12 consecutive weeks of AD/ACDUTRA are considered Non-Prior Service (NPS) for classification purposes. However, they must meet RE-Code eligibility requirements contained in Volume IV, Chapter 4, Section 4. **OSVETs are not eligible for enlistment under the PRISE III Program.**

#### **011002. REQUIREMENTS AND PROCEDURES**

a. OSVETs must qualify for a rating or program listed as critically undermanned in the current CREO NAVADMIN to be enlistment eligible. Qualification is based on **current** (less than two years old) ASVAB line scores.

b. Prior service must be documented with the original or certified copy of DD Form 214, Copy 4. Verify prior service through the Reenlistment Eligibility Data Display (REDD) Web Application if the DD Form 214 is not available or evidence of alteration exists.

(1) RE-Code eligibility requirements are contained in Chapter 4, Section 4. OSVETs discharged under VSI or SSB (DD Form 214, Block 26 will list “KCA” or “KCB”) are **not** enlistment eligible.

(2) OSVETs separated with severance pay, whether voluntary or involuntary, are eligible for reenlistment and will have their severance pay recouped from future retirement monies.

c. OSVETs discharged in paygrades E1 through E3 cannot have more than five years broken service; those discharged in paygrades E4 through E6 cannot have more than six years broken service.

d. OSVETs discharged in paygrades E1 through E4 must have six or fewer years of prior service. Those discharged in paygrade E5 must have 10 or fewer years of prior service and OSVETs discharge in paygrade E6 must have 14 or fewer years of prior service. High Year Tenure (HYT) limits apply to OSVETs as follows:

(1) Use only total active Navy service, if any, to compute HYT limits for E-4 and below.

(2) Use **all** active military service to compute HYT limits for E5 and above.

e. OSVETs must be able to complete 20 years of military service for retirement by age 60. No waivers will be considered.

f. OSVETS must meet education and dependency requirements delineated in Volume II.

g. OSVETs honorably discharged in paygrades E3 and above who meet enlistment criteria will be enlisted at one paygrade lower than that held at discharge but not lower than paygrade E3. Requests to enlist OSVETs who were separated from previous service at paygrade E5 and above will be approved on a case-by-case basis by the Enlisted Community Manager (ECM). Requests to ECM will be submitted VIA NAVCRUITCOM (N32).

(1) OSVETs eligible for advanced paygrade will enlist in the applicable apprenticeship program for the new rating and, upon successful completion of training, will be promoted to the contracted paygrade and rating. Failure to complete training will result in assignment as SN in the Fleet or reclassification to a critical rating (with ECM approval). Once designated in a rating OSVETs may not request conversion for two years.

(2) Marine Corps OSVETs discharged in paygrade E2 will be enlisted in paygrade E2. Marine Corps OSVETs discharged in paygrades E3 and above who do not have skills convertible to a critically under-manned rating, as determined by ECM, will be enlisted in paygrade E3 and guaranteed a critically under-manned rating or program.

(3) OSVETs applying for AIRR, ND, EOD, SO, or SB must meet all MILPERSMAN ARTICLE 1220-010, and/or 1220-100 – 1220-400 provisions. These articles also provide requirements and guidance on assembling and submitting application packages for entry into Navy Challenge Programs. Although normally used by active duty personnel, these requirements must also be met by OSVETs. OSVETs interested in returning to or applying for Navy Challenge Programs must submit an application package specifying the desired program to NAVCRUITCOM (N32) in accordance with the aforementioned MILPERSMAN Articles. Additional guidance, including EOD/ND/SO/SB application package content checklist, is available at [www.npc.navy.mil/enlisted/seal/](http://www.npc.navy.mil/enlisted/seal/). OSVET applicants for Navy Challenge Programs must meet Physical Screening Test requirements established in Volume V. The individual must sign a NAVPERS 1070/613 (NAVET/OSVET PRISE III NAVY SPECIAL WARFARE/SPECIAL OPS) (located on NRC directives web page). This document must be placed in the service record of OSVETS who are not required to attend Navy Recruit Training.

h. **OSVETs are ineligible for the Navy College Fund, Modified Montgomery GI Bill, and Selective Reenlistment Bonus.** An Enlistment Bonus (EB) may be granted only if the DD Form 4 and annexes from all previous active duty and reserve enlistments are provided to verify non-receipt of previous EBs and that applicants are



eligible per the current EB NAVADMIN. NAVCRUITDIST CO EB pre-approval is required.

i. OSVETs must incur a minimum four-year active duty obligation.

j. All OSVETs must be enlisted through the DER Program. OSVETs in the Selected Reserve (SELRES) or Individual Ready Reserve (IRR) require a DD Form 368.

k. OSVETs who were discharged from previous service at paygrade E5 or above and enlist at paygrade E3 are entitled to promotion to paygrade E4 upon successful completion of Class “A” School (per N13 ltr 1130, Ser N1332C4/22 of 11 Jul 00).

l. Prior service applicants must meet Navy height and weight standards and are required to pass a Navy Physical Readiness Test in accordance with OPNAVINST 6110.1.

m. Enlistees must read and sign NAVPERS 1070/613 OSVET Indoctrination Training, available electronically on the NAVCRUITCOM Forms web page, with the document made part of the Enlisted Service Record prior to shipping to RTC.

**011003. OSVET IN-PROCESSING SITE.** OSVETs are not required to attend Navy Recruit Training but are required to complete a Naval Orientation Course at RTC Great Lakes (UIC 42125). Inform OSVETs that up to 60 days may be required to complete their RTC processing. Average processing time is 30 days for CONUS orders and 45 days for OUTCONUS orders. OSVETs will be transferred to RTC Great lakes (UIC 42125) for uniform outfitting and administrative processing.

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## CHAPTER 2

### RESERVE COMPONENT PROGRAMS

#### SECTION 1

#### FULL TIME SUPPORT (FTS) PROGRAM

**020101. GENERAL.** The FTS Program, formerly known as the TAR Enlistment Program (TEP), provides quality Sailors to the Reserve management community. This program provides for a first enlistment as an Active Duty Sailor within the Navy Reserve and is open to male and female applicants. Recruits are guaranteed Class “A” School training followed by a continuous tour of active duty. Applicants should expect to rotate between operational billets (Surface Ships, Squadrons, Boat Groups and other Navy Expeditionary Combat Commands (NECC)) and Reserve oriented shore commands (Navy Operational Support Centers (NOSC), Reserve Air Stations, Reserve Staff billets). Opportunity also exists in other billets, such as Maintenance facilities, Class Squadrons (CLASSRONS), and other staffs. All applicants must be briefed concerning the above duty assignments **before** enlistment.

**020102. QUALIFICATIONS.** Applicants must meet all enlistment eligibility requirements set forth in Volume II **and** rating-specific requirements delineated in Exhibit 010601.

a. **Education.** HSDG (Tier 1) applicants are preferred. HSG (Tier 2) and NHSG (Tier 3) applicants must meet criteria outlined in Volume II.

b. **Prior Service.** This program is not authorized for prior service veterans or members of any Reserve Component.

**020103. ENLISTMENT TERM.** Enlistment is for a total Military Service Obligation (MSO) of eight years with active duty obligations as follows:

(1) **Six years.** AECF (ET), and AIRC.

(2) **Five years.** HM.

(3) **Four years.** AD, AM, AME, AO, AS, AV (AE or AT), AZ, BM, CS, DC, EM, EN, HT, IC, IT, MR, PR, PS, LS, and YN.

**Note 1:** Utilize the appropriate NAVCRUIT 1133/52, with or without bonus as appropriate, to delineate basic program and service guarantees. The remainder of the eight-year MSO will be served in the Individual Ready Reserve (IRR).

**Note 2:** Refer to Volume IV, Chapter 3, Section 5 for Enlistment Bonus entitlement guidance.

**020104. PAYGRADE AND GENERAL APPRENTICESHIP.** Applicants will be enlisted in paygrade E1. This does not preclude enlistment in paygrade E2 or E3 per Volume IV, Chapter 3, Section 7.

## SECTION 2

### NEW ACCESSION TRAINING (NAT) PROGRAM

**020201. GENERAL.** Formerly known as Non-Prior Service Basic (NPSB), NAT is designed to reduce critical Navy Reserve Selected Reserve (SELRES) manning shortfalls. NAT-specific ratings are identified and regularly revised via current goaling directives. Personnel enlisted in this program incur an eight-year Military Service Obligation (MSO). The NAT Program allows for the accession of Non-Prior Service (NPS) personnel to complete basic training, rating-specific Class “A” School (and “C” School if applicable), and affiliation as SELRES with the Navy Operational Support Center (NOSC) closest to their permanent residence.

**020202. QUALIFICATIONS.** Applicants must meet all enlistment eligibility requirements delineated in Volume II **and** rating-specific requirements delineated in Volume IV, Chapter 1, Section 6, Exhibit 010601.

a. **Education.** HSDG (Tier 1) applicants are preferred. HSG (Tier 2) applicants must meet criteria outlined in Volume II.

b. **Prior Service.** NAT is not an authorized enlistment option for prior service veterans or members of any Reserve Component. The only exception is for applicants that have served in the armed forces, but were released from such service before completing the basic training requirements of the armed force of which the person was a member and their service was characterized as either honorable or uncharacterized. These applicants may be enlisted into the NAT program.

**020203. ENLISTMENT TERM.** Enlistment is for a period of eight years with six years in SELRES status and the final two years in the Individual Ready Reserve (IRR). Applicants must be counseled that they may not apply for active duty until they have completed a minimum of 24 months of service of their mandatory drilling obligation as per BUPERSINST 1001.39, section 703.

**020204. PAYGRADE AND GENERAL APPRENTICESHIP.** Applicants are enlisted in paygrade E1 in the appropriate apprenticeship for the rating/program with the exception of applicants enlisting in medical or construction ratings. Medical or construction ratings will be enlisted into the Seaman Apprenticeship. Refer to Exhibit 010601 for appropriate apprenticeships. Enlistment in paygrade E2 or E3 may be authorized in accordance with current Advanced Paygrade policies as per Volume IV, Chapter 3, Section 7. For IS rating, member will attend Class “C” school for up to 15 weeks upon completion of Class “A” school. per MILPERSMAN Article 1133-090, New Accession Training (NAT) Sailors that attend and graduate from an AEF/ATF training pipeline are eligible for advancement in the same manner as their Active Component (AC) counterparts.

**020205. PROCESSING.** Applicants must sign NAVCRUIT 1110/112 (New Accession Training Program Statement of Understanding), NAVCRUIT 1133/52 New Accession Training Reserve Program Enlistment Guarantees, and NAVRES 1570/2 (Satisfactory Participation Requirements). If an enlistment bonus is authorized the applicant must complete and sign the specific incentive program agreement. Agreements are available on the Navy Reserve Homeport website at <https://navyreserve.navy.mil/Pages/default.aspx>. To access the NAVRES Incentive agreement, you must sign in to the secure side of the Navy Reserve Homeport website using your CAC card. Once logged in, select “Commands” from the menu bar. Next, select CNRFC/N-Codes/N1 Manpower and Personnel. From there, select CNRFC N11 Reserve Pay assistance team, and then N112-Enlisted Incentives. On this page you will find links to the current Enlisted Reserve NAVADMINs and written agreements. Refer to instructions for the DD Form 1966 located in Volume III for information necessary for classifiers to record the proper acquisition and program for which enlisted codes. Classifiers must use NAVCRUIT 1133/52 New Accession Training Reserve Program Enlistment Guarantees and the appropriate incentive program written agreement to outline NAT enlistment guarantees. The PRIDE system will be used when making reservations for all NAT applicants. Furthermore, Classifiers shall ensure that applicants understand the content of NAVCRUIT 1110/112, they are enlisting into a Navy Reserve (USNR) program, and they will have a six-year SELRES drill obligation.

**020206. ENLISTMENT BONUS.** Classifiers will ensure applicants are guaranteed an Enlistment Bonus, if any, in accordance with the NAVADMIN in effect on applicants’ enlistment date.

**Note:** If a NAT Future Sailor is subsequently reclassified into another NAT rating or program prior to shipping, the NAVADMIN message in effect on the date of reclassification shall be used to determine an Enlistment Bonus amount, if any. This policy does not apply to changes in ship date only (roll in or out).

**Warning:** Classifiers must counsel applicants that if accepted as an accession to the Active Component (USN) during their initial NAT enlistment it will result in a pro-rata recoupment of any EB received, which could result in a financial hardship to the member.

**020207. DELAYED ENTRY PROGRAM.** Program shall be administered the same as for all other Future Sailors. Tier 2 Future Sailors are required to complete the DEP PQS and specific program fitness assessment prior to shipping to RTC.

**020208. SHIPPING AND OUTPROCESSING.** The Recruiter of Record will provide NAT members’ transportation to the MEPS or the MEPS contracted hotel for shipping and out-processing requirements. Prior to shipping, the Navy Recruiter will attempt, when possible, to take NAT DEP personnel to the NOSC and introduce them to the NAT Coordinator and or the Senior Enlisted Advisor (SEA). This process can help to ensure a smooth transition for the NAT Sailor by knowing where he/she will be reporting to for affiliation into the SELRES, and knowing who to report to. At this time the NAT

Coordinator and or SEA can explain their Reserve Component status and obligations to them and answer any questions they may have. Ensure NAVCRUIT 1110/112 is completed and that enlistees read and understand the document **before** completion of the classification process. Enlistees will be required to participate in the 24-hour prior to shipping Non-Instrumented Drug Test (NIDT).

**020209. SELRES AFFILIATION.** Members will not affiliate into a SELRES billet via recruiting personnel upon separation from IADT. Recruiting credit is counted upon initial enlistment of the member; post-separation SELRES affiliation will be accomplished via the NOSC's Manpower Department.

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### SECTION 3

#### NAVY VETERAN (NAVET) PROGRAM

**020301. GENERAL.** This Article provides guidelines for accession of personnel who have had prior active or inactive Navy/Navy Reserve service into the Selected Reserve (SELRES). Applicants must meet all basic enlistment and rating-specific eligibility requirements.

**020302. PAYGRADE.** Use the following matrix for NAVETs enlisting in the same rate to determine paygrade eligibility.

**NAVET Matrix**

Years since Discharge	PAYGRADE	Minimum Term of Enlistment
Six or less	Same as held at discharge	Two Years
Over six less than ten	One paygrade less than held at discharge (not less than E3 designated striker (e.g., MASN, ENFN))	Three Years
Over ten	Two paygrades less than held at discharge (not less than E3 designated striker (e.g., MASN, ENFN))	Three years
Elapsed Time Waiver	PAYGRADE	Minimum Term of Enlistment
Over six less than twelve	Refer to Article 020307 for paygrade determination (Note: Refer to exhibit Volume II for waiver authority)	Three years

**020303. REDUCTION IN RATE.** Members previously discharged may request enlistment in a lower paygrade (reduction in rate) in order to meet Navy Reserve manning requirements. Per COMNAVRESFORINST 1001.5, applicants being reduced in rate are required to sign NAVPERS 1070/613 (located electronically on the NRC forms page) Reserve Reduction In Rate. BUPERSINST 1430.16 must be reviewed for computation of Time-In-Rate (TIR). Applicants are ineligible if reduction in rate places them under the provisions of High Year Tenure (HYT).

**020304. UNDER OTHER SERVICE RESERVE CONTRACT.** Applicants who are currently enlisted with any other service Ready Reserve contract are eligible for enlistment. However, under no circumstances will they be enlisted at a higher paygrade than held under their current contract. Refer to Volume III for proper procedures for requesting clearance from the Other Service Reserve Component.

**020305. E3 NAVETS.** NAVETs in paygrade E3 (designated strikers) requesting removal of their designator must sign NAVPERS 1070/613 Removal of Designator.

**020306. ELAPSED TIME WAIVER.** Applicants may request an Elapsed Time Waiver to be enlisted in the same paygrade as held at discharge provided they have been working in a civilian occupation that directly relates to the former rating for, at minimum, the twelve month period preceding enlistment. Total related civilian employment must comprise at least one-half of the total post-discharge period. Applications must include a resumé and employer reference(s) (DD Form 370).

(1). Ensure a NAVPERS 1070/613 Elapsed Time Waiver is signed by the applicant (located electronically on the NAVCRUIT Forms page).

(2). Use NAVET Matrix for “Years Since Discharge” to determine paygrade eligibility when applicant does not meet the minimum civilian related work experience required for an elapsed time waiver.

## SECTION 4

### PRIOR SERVICE REENLISTMENT ELIGIBILITY-RESERVE (PRISE-R) PROGRAM

**020401. GENERAL.** The PRISE-R program is a Reserve affiliation program that allows NAVETs and OSVETs to affiliate with the Selected Reserve (SELRES) into Career Reenlistment Objectives (CREO) 1 and 2 ratings as listed in the Career Opportunity Matrix. PRISE-R is formerly known as Reserve Selected Conversion for Reenlistment (RESCORE) program. MILPERSMAN Article 1133-061 is the authoritative source for this policy.

**020402. PROGRAM REQUIREMENTS.** Applicants must meet basic enlistment eligibility and rating-specific requirements in addition to the following:

- a. Must be in pay grades (designated) E3 through E6 in CREO 2 and 3 ratings.
- b. Designated E3 applicants must have fewer than eight years of time in service, E4 applicants must have fewer than ten years of time in service, E5 and E6 applicants must have fewer than 16 years of time in service as calculated from their Pay Entry Base Date (PEBD).
- c. Must be assigned to the Individual Ready Reserve (IRR), or a NAVET or OSVET in accordance with OPNAVINST 1100.4C (must have completed at least twelve weeks of AD/ACDUTRA, graduated from Recruit Training, discharged or released for more than 24 hours, and be RE Code eligible).
- d. Not currently receiving any type of Reserve bonus.
- e. Must have no Non-Judicial Punishment (NJP) or convictions in civilian or military courts within the past 48 months.
- f. Hold a current rating listed in the Career Opportunity Matrix as Category 2 or 3. Applicants with a CREO Category 1 rating, or assigned a Navy Enlisted Classification (NEC) code in the Critical Skills NEC's listing, are not eligible for PRISE-R, unless the members are no longer qualified to serve in their current rating (vision impairment, loss of security clearance, etc.). Conversions are authorized from CREO category "3" to "1", "3" to "2", or "2" to "1" only.
- g. Must not have previously enlisted under the RESCORE-R, CB RESCORE-R, or CB-VET program, and failed to make rate permanent.
- h. Must have served a minimum of 24 months in their present rating.
- i. Must meet minimum Armed Services Vocational Aptitude Battery (ASVAB) scores for specific rating which member is applying as prescribed in MILPERSMAN 1306-618.

j. Must obligate in the SELRES for a minimum of four years (or up to High Year Tenure if less) from the date of enlistment or affiliation

k. Applicants with a break in service greater than 10 years are not eligible for this program. PRISE-R applicants will enlist with a permanent paygrade and temporary paygrade in accordance with the following NAVET and OSVET matrices:

**PRISE-R NAVET Matrix**

<b>Years Since Discharge</b>	<b>Permanent Paygrade</b>	<b>Temporary Paygrade</b>	<b>Minimum Term of Enlistment</b>
Six or less	Same as held at discharge	Same as held at discharge	Four years
Over six to ten	One paygrade less than held at discharge (not less than E3)	One paygrade less than held at discharge	Four years

**PRISE-R OSVET Matrix**

<b>Years Since Discharge</b>	<b>Permanent Paygrade</b>	<b>Temporary Paygrade</b>	<b>Minimum Term of Enlistment</b>
Six or less	E3	Same as held at discharge	Four years
Over six to eight	E3	One paygrade less than held at discharge (not less than E-3)	Four years
Over eight to ten	E3	Two paygrades less than held at discharge(not less than E-3)	Four years

**Note:** Paygrade reductions may be waived by NAVCRUITCOM (N32) provided applicant has worked in a civilian related occupation that is comparable to the rating enlisting for since separation.

**020403. RATING CONVERSION AND DESIGNATION.** NAVET and OSVET applicants enlisting with a permanent paygrade of E3, based on the matrices above, shall be designated Seaman (SN) with a temporary paygrade in the designated conversion rating. NAVET PRISE-R applicants enlisting with permanent rates above E3 will be designated in their previous rating. For example, an EN2 separated seven years ago who enlisted into the Builder (BU) rating, would have a temporary rate of BU3 and permanent rate of EN3.

**020404. PRISE - R WITHOUT CLASS “A” SCHOOL GUARANTEE**

a. PRISE-R applicants without a Class “A” School guarantee must complete lateral conversion prerequisites within 18 months from the date of enlistment or affiliation unless modified by waiver from NAVRESFORCOM (N1). IS rating is required to attend the Navy Intelligence Training Curriculum (NITC) course (self-paced computer-based training modules) and the 2 week IS “A” Reserve Training Course (IS-A-RES) at

Navy and Marine Corps Intelligence Training Center (NMITC) or Fleet Intelligence Training Center, Pacific (FITPAC) (CIN:J-150-2978). In addition to NITC, member must also meet Class “C” School (modular training) requirements within 18 months of completion of NITC “A” School equivalent. Refer to BUPERSINST 1001.39 for additional requirements for these ratings. Applicants for Cryptologic Technician Interpretive (CTI) must attain a minimum score of 2/2 on the Defense Language Proficiency Test (DLPT) and be eligible for a TS/SCI clearance. Aviation (ASW) Technician applicants must be prior qualified aircrew and acknowledge awareness of training requirements specified in BUPERSINST 1326.4 and OPNAVINST 3710.7. PRISE-R personnel must receive documented counseling every six months until the rating is made permanent or the member is disenrolled from the program.

**b. Requirements for Making Temporary Paygrade and Rating Conversion Permanent.** PRISE-R participants who do not attend Class “A” School have two examination cycles within their first 18 months of affiliation to make their rate permanent by achieving a Standard Score (SS) of 37 following completion of all advancement prerequisites (if required). Failure to achieve a SS of 37 within two examination cycles shall result in transfer to the IRR in their permanent rate. For IS rating, rate change becomes permanent upon completion of the NITC course and the 2 week IS-A-RES at NMITC or FITPAC (CIN: J-150-2978). Only designated strikers are authorized concurrent advancement through successful examination participation (e.g., Boatswain’s Mate Seaman (BMSN) to Logistics Specialist Third Class (LS3)). All other PRISE-R personnel are not eligible for advancement until their rate is made permanent. PRISE-R applicants must acknowledge the program requirements by signing a NAVPERS 1070/613, PRISE-R Program through Advancement Examination Participation, located on the NRC Forms web page. Failure to complete any of the program requirements within the required timeframe or prior to reaching HYT, whichever is earlier, shall result in member’s termination from the PRISE-R program. NRAs will transfer members to the IRR “not recommended for re-affiliation” within 30 days of failure.

#### **020405. PRISE-R WITH CLASS “A” SCHOOL GUARANTEE**

a. Applicants entering the Navy Reserve with an “A” school guarantee **must** begin Class “A” School within 365 days of contracting to meet lateral conversion prerequisites. PRISE-R personnel must receive documented counseling by the designated Command Career Counselor every six months until the rating is made permanent or they are disenrolled from the program.

b. Requirements For Making Temporary Paygrade and Rating Conversion Permanent. PRISE-R participants who attend Class “A” School are entitled to their permanent rate upon successful completion of Class “A” School. Applicants must be enrolled and attending Class “A” School within 365 days of enlistment/affiliation and will have their temporary paygrade and rating conversion permanent upon successful completion of Class “A” School. For IS rating, applicants will be required to attend a Class “C” school of up to 15 weeks upon completion of Class “A” school. IS applicants

must complete Class “C” school requirements within 18 months of completion of Class “A” school requirements. PRISE-R applicants must acknowledge program requirements by signing a NAVPERS 1070/613, PRISE-R Program with “A/C” School, located on the NAVCRUIT Forms web page. An extension may be granted by Navy Reserve Forces Command (NAVRESFORCOM), Training Division (N7) on a case by case basis if a Sailor is not able to report to the required Class “A” or “C” School within 365 days of affiliation. NRA Commanding Officers must submit requests for extensions at least 60 days prior to the 365<sup>th</sup> day. Extension request packages must include a copy of the original PRISE-R conversion package NAVPERS 1070/613 and a completed NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request signed by the NRA Commanding Officer with supporting justification. PRISE-R Sailors may be advanced meritoriously while at “A” or “C” school IAW MPM Article 1430-010.

**c. Administrative Procedures for PRISE-R Applicants Who Fail to Complete Pipeline Training.** Sailors who fail to attend “A” or “C” school within the prescribed 365 days or fail to complete “A” or “C” school for academic reasons will revert to their permanent rate. NRAs will transfer members to the IRR “not recommended for re-affiliation” within 30 days of failure. Refer to MILPERSMAN Article 1133-061, paragraph 5 (training requirements) for Sailors that fail to complete “A” or “C” school for disciplinary reasons, injury, illness, disease, or, fail to complete a required “C” school after successfully completing “A” school.

**d. Term Of Enlistment.** Applicants incur a minimum four-year drilling obligation. If applicants choose to accept an authorized bonus for the requested conversion rate, they must obligate in the SELRES (drill pay status) for a minimum of 6 years from the date of enlistment or affiliation. Any time remaining on the member’s enlistment after the OBLISERV commitment may be served in the SELRES or the Individual Ready Reserve (IRR).

**e. PRISE-R applicants approved for HM rating.** Upon reporting, NOSC must ensure that all PRISE-R applicants approved for HM rating attend HM Class “A” School at the earliest opportunity. No exceptions.

## SECTION 5

### OTHER SERVICE VETERAN (OSVET) PROGRAM

**020501. GENERAL.** This program provides an avenue of accession for personnel with prior active or inactive service with, or who are presently serving in, other Reserve Components.

**020502. REQUIREMENTS.** Applicants must meet all basic enlistment and rating-specific requirements and have valid ASVAB scores and must meet minimum line score requirements for the requested rating.

a. **Rating Determination.** The foremost consideration is the applicant's primary Military Occupational Specialty (MOS), Air Force Specialty Code (AFSC), or Coast Guard rating. Consideration will be given to applicants with civilian work experience, extensive working knowledge, or extensive schooling associated with their secondary MOS, AFSC, or Coast Qualification Code. The NAVCRUITDIST CO has Direct Conversion authority for a primary MOS/AFSC listed in the Occupational Conversion Index (DoD 1312.1-1) available online at <https://www.dmdc.osd.mil/owa/odb/odb>. A MOS/AFSC that does not directly convert to a Navy rating, but is in the same occupational field and applications based on a secondary MOS/AFSC, requires NAVCRUITCOM (N3) authorization and submission of a resumé and DD Form 370 documenting the applicant's experience in the requested rating. Include in the rate determination kit a category printout of the ODB website listing from Chapters One and Two for the OSVET MOS and the Navy rate for which applying.

(1) Acceptable source documents for MOS/AFSC/Coast Guard Rating are:

(a) DD Form 214

(b) NGB Form 22

(c) DD Form 368

(d) Letter from the other service, on letterhead, verifying the Primary MOS/AFSC/Coast Guard Rating

(e) MOS conversion and/or school completion documentation

(2) Applicants whose MOS/AFSC/Coast Guard rating directly convert to a Navy rating may be enlisted in the general apprenticeship program with the appropriate NAVCRUITDIST CO approval.

(3) Applicants may request enlistment in a lower paygrade when a reservation does not exist for the eligible paygrade. Applicants requesting OSVET reduction in rate must sign a NAVPERS 1070/613 Voluntary Reduction in Rate.

(4) Applicants already under a Ready Reserve contract will not be enlisted in a paygrade higher than that currently held.

(5) Utilize the below chart to determine authorized paygrade:

Years Since Discharge	Permanent Paygrade	Temporary Paygrade	Minimum Enlistment Term	Applicable Notes
Less than Four	E3	Same as held at discharge	Three years	1, 2, 3, 4
Four to six	E3	One paygrade less than held at discharge (not less than E3 designated striker)	Three years	1, 2, 3, 4
Six to ten	E3	Two paygrades less than held at discharge (not less than E3 designated striker)	Three years	1, 2, 3, 4
Over ten	E3	Not authorized	N/A	N/A

**Note 1:** Personnel enlisted in the Seabee or HM occupational fields will be enlisted as permanent Seaman (SN).

**Note 2:** Requests for approval of personnel in paygrade E7/8/9 must be submitted to NAVCRUTCOM (N3) via the chain of command.

**Note 3:** Coast Guard applicants in the BM rating are eligible to enlist in their permanent rating provided they are still under contract or have been discharged less than four years.

**Note 4:** Applicants may access into ratings requiring a Class “A” School (as listed in the CREO NAVADMIN) without attending the respective school but may be required to attend the school upon mobilization if they have not progressed in the rating beyond the “A” School provided training. Applicants must meet “A” School minimum eligibility requirements as delineated in MILPERSMAN ARTICLE 1306-618 **and** must meet all other rating-specific requirements as delineated in NAVPERS 18068, BUPERSINST 1430.16, and the current CREO NAVADMIN.

**020503. NAVY CLASS “A” SCHOOL GRADUATES.** Personnel who have attended a Navy Class “A” School while a member of another service branch may be enlisted with the same permanent paygrade held in the other service (not to exceed E6) provided the following criteria are met:

- a. The member was assigned a MOS/AFSC/Coast Guard rating which directly converts to a Navy rating **and**
- b. The member is still under contract or has been discharged less than four years **and**
- c. The member is enlistment eligible in all other respects.



**020504. ENLISTMENT TERM.** Applicants currently serving on their Military Service Obligation (MSO) must enlist for a period equal to or greater than their current remaining MSO. The minimum term of enlistment in a temporary rate is three years. Members who have completed their MSO and are reenlisted in a permanent rate will be enlisted for a minimum of two years.

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**CHAPTER 3**

**SPECIAL PROGRAMS**

**SECTION 1**

**RESERVED FOR FUTURE USE**

**030101. RESERVED FOR FUTURE USE.**

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## SECTION 2

### HERITAGE LANGUAGE RECRUITING PROGRAM (HLRP)

**030201. GENERAL.** HLRP is designed to identify and recruit individuals from heritage communities in order to expand overall force capacity in critical foreign languages. Applicants for this program **must** understand that post-training duty assignments may require regular interaction with the language/dialect-specific general population through parent unit assignment or Individual Augmentation (IA) to a unit identified for deployment to a specific global area. Although the emphasis is on the Active Component, enlistment in the Reserve Component is authorized.

a. **General Qualifications Required.** Must meet all basic enlistment eligibility requirements contained in Volume II.

(1) **Character.** Applicants must possess the basic integrity and loyalty necessary to be considered trustworthy for assignment to interact with host nationals as a representative of the United States.

(2) **Prior Service.** Refer to Volume IV, Chapter 2 of this instruction. Language/dialect skill and proficiency must be clearly annotated in the enlistment package provided for Enlisted Community Manager (ECM) review.

(3) **Gender.** Open to male and female applicants.

(4) **Language/Dialect Proficiency.** Applicants must pass the Defense Language Proficiency Test (DLPT) or Oral Proficiency Interview (OPI) in the target language at Interagency Language Roundtable (ILR) as follows: Listening Level 2 and Reading Level 2 on the DLPT; Level 2 on the OPI. Language/dialect proficiency testing will be administered only after establishment of applicants' enlistment eligibility. Contact NAVCRUITCOM (N32), INTEL Program Manager, for assistance with test coordination and scheduling through the Navy Foreign Language Office (CNO N13F).

(a) **Documentation.** Language/dialect proficiency shall be documented on DD Form 1966, Section I, page 1, Item 13. DLPT or OPI testing results shall be recorded on the DD Form 1966, Section VI, page 4, remarks section. Refer to Volume III for sample entry. .

(b) **Targeted Languages/Dialects.** Navy requires increased capacity in a number of foreign languages. A listing of current eligible foreign languages will be distributed via PRIDE NEWZ by NAVCRUITCOM (N32) as necessary.

b. **Eligible Ratings.** Applicants with language abilities and cultural knowledge consistent with the targeted heritage communities may access with AFQT scores of 21 or higher. Applicants may enlist into any rating/program for which they qualify but should be encouraged to pursue ratings in which their language skill would most likely

be applied including cryptology, information warfare, intelligence, and construction (Seabee). ASVAB line score waivers will be considered on a case-by-case basis. Submit ASVAB line score waivers to NAVCRUITCOM (N32) per Volume II.

## SECTION 3

### NATIONAL CALL TO SERVICE PROGRAM

**030301. DESCRIPTION.** National Call to Service (NCS) offers a short-term active duty enlistment option designed to promote and facilitate military enlistment in support of National Service. The program offers a menu of incentives for an active duty enlistment term of 15 months following initial entry training. All applicants must complete NAVCRUIT 1110/113 and NCS Program NAVCRUIT 1133/52 **regardless** of incentive selected. Per MILPERSMAN Article 1133-080, NCS candidates will be accessed as USNR recruits (Branch and Class of Service “32”) and count against active duty strength while serving on active duty. Members will not affiliate into a SELRES billet through a recruiter upon release from active duty. Once affiliated with the Selected Reserve, these Sailors will count against Reserve end strength.

a. **Basic Qualifications.** Must meet all basic enlistment eligibility requirements contained in Volume II **and** rating-specific requirements contained in Volume IV, Chapter 1, Section 6. NCS participation is limited to applicants who meet **all** of the following criteria:

(1) **Education.** Must be High School Diploma Graduate (Tier 1)

(2) **Prior Service.** Open to Non-Prior Service only. For this program, prior-service means any person who has previously served in the Armed Forces (including Reserve Component). This program is only open to applicants shipping under an original enlistment contract. There will be no exceptions to this policy.

(3) **ASVAB.** Test Score Categories I-III A (AFQT  $\geq$  50)

(4) **Term of Enlistment.** Applicants incur an eight-year Military Service Obligation (MSO) that consists of:

(a) 15 months of active duty **after** completion of initial entry training (to include Recruit Training, Apprenticeship Training, and Class “A” or “C” School (as applicable) followed by:

(b) 24 months as a drilling Selected Reservist (SELRES) followed by:

(c) Remainder of the MSO in:

1. SELRES

2. Individual Ready Reserve (IRR)

3. AmeriCorps or another domestic national service program (if qualified and accepted)

#### 4. Any combination of the above

**Note:** NCS Sailors who qualify, accept, and subsequently elect to serve all or a portion of their remaining MSO following the SELRES commitment in a domestic national service program will be transferred to the Standby Reserve-Active (USNR-S1). Transfer to the Standby Reserve-Active will be accomplished upon the NCS Sailor furnishing a domestic national service program acceptance document to his/her Reserve Unit. This document must include the start date for the service and the period of service. Members, who complete service in a domestic national service program with time remaining in their MSO will be automatically transferred to the IRR for the remainder of the MSO unless they request, and are approved for, return to a SELRES or active duty status. NCS Sailors who serve a portion of their MSO in a domestic national service program with time remaining on their MSO and who wish to return to the SELRES or active duty must do so through a Navy Recruiting District (NAVCRUITDIST). **NCS applicants must be advised that, while in a SELRES or IRR status, they remain subject to Presidential Recall and/or full/partial mobilization.**

(5) **Paygrade and General Apprenticeship.** Applicants will be enlisted in paygrade E1 in the Seaman Apprenticeship. This does not preclude enlistment in paygrade E2 or E3 under Chapter 3, Section 5. Members will be converted to the appropriate apprenticeship, if necessary, upon successful completion of the assigned Class “A” School. NCS applicants will be accessed only into ratings identified by the current OPNAV (N13) Enlisted Recruiting Goals and Policies letter. Applicants are not authorized classification into any of the Navy Challenge Programs.

b. **Enlistment Incentives.** NCS participants will be given the opportunity to select one of four incentive options upon enlistment. **Initial incentive selection is irrevocable.** DD Form 2863 (NCS Election of Options) will be used to document the incentive election and will become an addendum to the individual’s DD Form 4. Alternatively, incentive election may be accomplished through overprinting of all information on the DD Form 2863 on current enlistment forms. Incentive options are as follows:

(1) **Cash Bonus of \$5,000.** The bonus will be payable upon completion of the initial active duty obligation. Exhibit 030301 NCS Cash Bonus SOU applies.

(2) **Repayment and processing of qualifying student loans.** The maximum amount payable, as defined in Section 510(L)(2) of Title 10, United States Code (principal and interest) is \$18,000, however Navy policy may limit the student loan repayment option (not to fall below \$10,000). Limitations, if any, will be stipulated in the Loan Repayment Program (LRP) GENADMIN. This benefit is payable upon completion of the initial active duty obligation. NAVCRUIT 1133/96 (LRP SOU) applies. Exhibit 030302 NCS LRP DOCUMENTS lists required documents for application. Refer to Volume IV, Chapter 3, Section 4 for LRP application package completion and submission guidelines.



(3) **Education Allowance for up to 12 months.** This allowance will be payable at the monthly rate for basic education assistance allowances under Section 3015(a)(1) of Title 38, United States Code. NCS Sailors may begin to use the benefit at any time after completion of the initial active duty obligation.

(4) **Education Allowance for up to 36 months.** This allowance will be payable at one-half of the monthly rate for basic educational assistance allowances under Section 3015(b)(1) of Title 38, United States Code. NCS Sailors may begin use of the benefit at any time after completion of the active duty obligation.

c. **Reenlistment/extension of active duty. Approval to remain on active duty is not guaranteed.** NCS Sailors may request to extend on active duty prior to completion of their active duty commitment provided they meet all extension criteria **and** remaining on active duty clearly supports Navy Total Force requirements. If approved, such extension **must** be for at least two years and will fulfill the SELRES commitment portion of the MSO.

d. **Disposition of NCS incentives upon reenlistment or extension on active duty**

(1) If the \$5,000 bonus was selected, the entire bonus will be paid upon completion of initial active duty obligation. Service members will be allowed to enroll in Montgomery GI Bill (MGIB) by completing a DD Form 2366 and having their pay reduced by \$100 for the next twelve months.

(2) If the Loan Repayment incentive was selected, the loan will be repaid upon completion of initial active duty obligation. Service members will be allowed to enroll in MGIB by completing a DD Form 2366 and having their pay reduced by \$100 for the next twelve months.

(3) If either of the education allowances were selected, the member will retain that incentive and be allowed to enroll in MGIB by completing DD Form 2366 and will have their pay reduced by \$100 for the next twelve months. However, Chapter 31, Title 10, United States Code requires that the total amount of the allowance paid as a NCS educational incentive must be deducted from the MGIB benefits.

e. **“Stop-Loss” Status.** NCS Sailors will be included in “Stop-Loss” if serving on active duty in a rating or NEC that is placed in a “Stop-Loss” status due to operational necessity. The length of “Stop-Loss” will be minimized for NCS Sailors such that total active duty commitment is no more than 24 months. Time served in a “Stop-Loss” status will count toward the 24-month SELRES commitment.

f. **Selected Reserve Service.** SELRES duty associated with an NCS contract shall be 24 months in duration. This 24-month commitment will be waived for NCS Sailors who are approved by PERS 812 to extend on active duty following the initial active duty commitment (extension must be for a minimum of 24 months). Additionally, the 24-

month SELRES commitment will be reduced on a day-for-day basis for each day extended on active duty in a “Stop-Loss” status.

g. **Reclassification/Administration at RTC.** NCS Sailors enlisting in a school pipeline program but are subsequently disqualified from their assigned rating at RTC may be reclassified. This reclassification may only be into another available NCS rating.

(1) NCS Sailors disqualified from their assigned rating at RTC for reasons beyond their control may be separated under erroneous entry if they do not accept any of the reclassification options **or** if no NCS ratings quotas are available for which they qualify.

(2) NCS Sailors who are found to be disqualified for the NCS Program at RTC will **not** have the option to be placed into another USN or USNR program. These members shall be separated under the erroneous entry category.

(3) NCS Sailors separated at RTC for any reason will be issued a travel certificate to fund transportation to their Home of Record.

h. **Assignment.** NCS enlistees must be worldwide assignable. DoDD 1315.07 (Military Personnel Assignments) minimum tour length requirements are waived for NCS Sailors. Navy Personnel Command (PERS 4) retains authority to detail NCS members to 15-month tours in locations governed by DoDD 1315.07 minimum tour lengths when gapped billet impacts outweigh increased Permanent Change of Station (PCS) costs associated with short overseas tours. In addition, NPC maintains the authority to retain a NCS Sailor who extends following the initial active duty commitment at his/her current command in an effort to control PCS costs. NCS Sailors who extend following the initial active duty commitment and remain at their current command shall be administered (with respect to Projected Rotation Date (PRD)) in accordance with existing Sea/Shore Rotation guidance for their respective rate.

**EXHIBIT 030301. National Call to Service Cash Bonus Statement of Understanding**

1. I understand that the National Call to service program in which I am enlisting offers (select one only):
- \_\_\_\_\_ Cash bonus in the amount of \$5,000.
- \_\_\_\_\_ Educational allowance for up to 12 months, payable at the monthly rate for basic educational assistance allowances under USC 38, Section 3015(a)(1)
- \_\_\_\_\_ Educational allowance for up to 36 months, payable at one-half the monthly rate for basic educational assistance allowances under 38 USC, Section 3015(b)(1).
2. I understand that entitlement to the cash bonus/educational allowance is predicated on either completion of the total initial active duty commitment (15 months of active duty after completion of initial training) or extension on active duty for a period of at least two years.
- \_\_\_\_\_ I understand that I will receive the cash bonus upon completion of initial active duty commitment.
- \_\_\_\_\_ I may begin to use the educational allowance at any time after completion of initial active duty obligation. Monthly educational allowance payments being distributed during the initial 24-month SELRES commitment will be halted if I fail to meet drilling requirements for reasons not listed in paragraph 3.
3. I understand that if I complete initial entry training and am discharged from active duty prior to completion of the initial active duty commitment for a Navy-connected disability, for a pre-existing medical condition that the Secretary of the Navy (SECNAV) determines is not Navy-connected, for hardship, or for a physical or mental condition that did not result from my own willful misconduct, but did interfere with duty performance, I will receive a reduced benefit. The reduced benefit will be determined to be sure the same proportion of the full benefit value as the proportion of months served relative to the 96-month (eight-year) Military service Obligation (MSO).
4. I understand that I will receive no benefit if I am discharged or released from active duty prior to completion of the initial active duty commitment for all other reasons than those mentioned in paragraph 3.
5. I understand that, should I fail to complete the 96-month MSO, I shall refund to the United States the amount that bears the same ratio to the amount of the benefit as the uncompleted part of such service bears to the total period of the MSO. Waivers, in whole or in part, for such payment require SECNAV approval.
6. I understand that forced conversions to another rating (due to loss of security clearance, medical conditions, etc.) do not in and of themselves constitute failure to meet contracted commitments. Completion of the initial active duty time commitment is the determining factor for purposes of the benefit qualification.

\_\_\_\_\_  
(Signature of Enlistee/Date)\_\_\_\_\_  
(Signature of Witnessing Official/Date)

## EXHIBIT 030302. Documents Required for National Call to Service Loan Repayment Program

1. Attach and forward the following to NAVCRUITCOM (N5312):

a. Copy of the NAVCRUIT 1133/52 – Enlistment Guarantees/Annex A (LRP listed as the enlistment incentive option).

b. Copy of the NAVCRUIT 1133/96 – Loan Repayment Program Statement of Understanding.

c. Copy of DD Form 2475 with section 4 completed by lender. (Sections 1-3 completed by applicant.)

d. Copy of DD Form 2863 – National Call to Service Election of Options.

e. Copies of promissory notes on eligible loans.

Category	Name	Phone	Email Address
LPO/LCPO			
Classifier			
Recruit			

### Loan Repayment Worksheet

TYPE OF LOAN NOTE 2	CURRENT OUTSTANDING BALANCE NOTE 1	LENDER	NUMBER OF LOANS OF THIS TYPE WITH LENDER	DATE DD FORM 2475 DD/MM/YY Note 3
<b>Total:</b>				

**Note 1:** NAVCRUITCOM will use the outstanding balance in Block 4C of 2475 at time of payment.

**Note 2:** To determine if loan is federally guaranteed, call lending institution. They can advise the use of Block 4F DD Form 2475.

**Note 3:** New, completed DD Form 2475's must be received by NAVCRUITCOM (N32) 90 days prior to the completion of active duty.

## SECTION 4

### LOAN REPAYMENT PROGRAM (LRP)

**030401. ELIGIBILITY.** Navy ratings/programs eligible for LRP are announced by naval message and posted on the NAVCRUITCOM public website at: [www.cnrc.navy.mil](http://www.cnrc.navy.mil). Select Enlisted Incentives link on the home page for the most current GENADMIN NCF and LRP message. Applicants must meet the following criteria to be eligible for the LRP:

- a. Non-Prior Service.
- b. High School Diploma Graduate (HSDG) (Tier 1).
- c. Achieve a minimum AFQT score of 50.
- d. Qualify for and enlist in one of the LRP qualifying ratings. Eligibility continues if a service member is reassigned to a different rating due to the needs of the Navy.

**Note:** Combinations of EB and LRP and combinations of LRP and NCF are prohibited.

**030402. QUALIFYING LOANS.** Existing education loans must meet all of the following requirements in order to qualify for repayment:

- a. Must have been made towards the education of the applicant.
- b. Must qualify under part B, D, or E of Title IV of the Higher Education Act of 1965 (20 U.S.C. 1071 et seq; 1087a et seq; 1087aa et seq). Unless the recruit is listed as the student on Parent Loans for Undergraduate Students (PLUS), this type of loan is ineligible for repayment.
- c. Must have been made after October 1, 1975 and before the applicant's active duty service date.

**030403. APPLICATION AND APPROVAL.** When a Future Sailor requests entry into the LRP, and meets the eligibility criteria listed above, LRP should be immediately requested via PRIDE. The LRP applicant must also sign the LRP PRIDE text file. Regardless of final LRP approval, copies of this form should be kept as part of the residual file. The LRP application is complete when the applicant selects the LRP option during the classification process and provides all items listed on LRP WORKSHEET to the NAVCRUITCOM LRP Coordinator (NAVCRUITCOM N32), and receives final approval for enrollment into LRP via PRIDE. If the applicant does not have an LRP request and approval in PRIDE, the applicant is not eligible for the LRP. Completed applications are due 60 days after entry into the Delayed Entry Program (DEP).

If applications cannot be completed within 60 days after entry into DEP, an exception to policy may be requested using NAVCRUIT 1133/103. Exceptions to LRP policy are to be scanned and sent via email from the applicable NAVCRUITDIST CO to the LRP manager. Exceptions to policy will be approved/disapproved on a case-by-case basis.

Initial requests for LRP in PRIDE must be submitted at least 70 days prior to shipping. Exceptions to policy using NAVCRUIT 1133/103 via email from the applicable NAVCRUITDIST CO may be requested.

LRP applicants who do not have an NAVCRUITCOM approved LRP application within 10 days of shipping to RTC must be rolled out to a later date, or sign a decline letter and be provided a new enlistment guarantee.

Examples of completed LRP application forms and POC information can be found at: <http://www.cnrc.navy.mil/EIncentives/Loan-repay-FAQ.htm>

Note: All forms are good for 90 days from date of signature (applicant and lender), unless otherwise indicated.

**030404. DISENROLLMENT.** A service member will be automatically disenrolled from the program and forfeits all future loan repayments if any of the following occur:

- a. The Future Sailor and recruiter have not provided all items listed on the LRP WORKSHEET to the LRP manager within 10 working days of shipping date.
- b. The last payment has been made on loans submitted at initial enlistment.
- c. The applicant receives a commission/warrant appointment.
- d. The applicant is discharged or released from active duty or DEP.

**030405. BENEFITS.** The U.S. Navy will pay the lesser of the original loan amount or the unpaid principle balance at the time of accession (not to exceed \$65,000). Accrued interest, fines, penalties, or processing fees cannot be paid for by the U.S. Navy.

- a. Loan payments will be made directly to lender(s) in payments of 33 1/3 percent of the loan or \$1,500 (whichever is greater) for each completed year of service. If the outstanding principle balance becomes less than 33 1/3 percent of the initial balance, the outstanding balance will be paid. The loan(s) must be in good standing to be eligible for repayment.
- b. According to the Internal Revenue Service (IRS), loan repayments are subject to federal and state taxes. DFAS will withhold taxes so that the amount that is paid to the lender(s) will be less than the loan value. DFAS will generate W-2 forms for payments.
- c. The U.S. Navy will not refund any amount of the loan paid by other parties.

**030406. STUDENT LOAN DEFERMENT OR FORBEARANCE.** Enrollment in the LRP does not exempt a service member from all obligations associated with the repayment of the loan. Since the first LRP payment cannot be made until the service member has completed one year of service, the service member may choose to seek loan deferment or forbearance to prevent defaulting on loans. It is the service member's responsibility to secure deferment or forbearance on their loans and must communicate such intentions directly to the lender.

**030407. SPECIAL CONDITIONS**

a. Service members who do not complete their initial term of enlistment may qualify for prorated credit if they completed at least one full year of enlisted service.

b. Service members who receive a commission/warrant appointment or are selected to any pre-commissioning programs lose their LRP eligibility. The Navy will prorate any eligible payment using the effective Date of Rank. The prorated amount is based on the number of years completed at the time of commissioning/appointment.

c. LRP participants may utilize MGIB however, the law currently does not allow LRP participants to use MGIB benefits unless they enlist for a second term (and have served a minimum of 24 months of that second term). Should participants desire to utilize MGIB, they will have \$100.00 per month deducted from their pay for the first year of enlistment. This amount is not refundable if the participant does not reenlist. LRP participants that decline the MGIB may still be eligible for educational benefits under the Post 9-11 GI Bill. Service commitments for LRP participants do not count as qualifying service for the Post 9-11 GI Bill. Qualifying service will start after completion of three years of service. While at RTC, all recruits will be thoroughly briefed on their options.

d. LRP participants are not eligible for the Navy College Fund (NCF) although it may be available for their rating. There are no exceptions to this policy.

**030408. PROCESSING LRP APPLICANTS**

**a. The recruiter shall:**

(1) Use the LRP WORKSHEET and forward, via email to [cnrc\\_LRP-EB@navy.mil](mailto:cnrc_LRP-EB@navy.mil), with required documents within 60 days of reservation date. Exceptions to policy may be requested for time extensions up to 10 working days before shipping IAW the Application and Approval section 030403.

(2) Assist applicants in obtaining necessary documentation to ensure a complete application is submitted and received no later than 60 days after reservation date.

(3) Ensure applicant completely reads each sentence and signs the NAVCRUIT 1133/75 (Statement of Understanding Loan Repayment Program) in the presence of a Navy Representative.

(4) Ensure the DD Form 2475s are properly completed:

(a) Section 1 (Personnel Officer Verification). A detailed set of instructions can be found on the Enlistment Incentives web pages on NAVCRUITCOM's web page ([www.cnrc.navy.mil](http://www.cnrc.navy.mil)). Navy personnel are authorized to sign in the appropriate blocks in Section One. The DD Form 2475 should be mailed back to the recruit to ensure correctness before forwarding as part of the LRP application to NAVCRUITCOM (N32) via email.

(b) Section 2 (Service Member Data). Self-explanatory.

(c) Section 3 (Loan Data). Self-explanatory.

(d) Section 4 (Loan Verification). To be completed by the lender. Once Sections 1 through 3 have been completed, the applicant is responsible for forwarding lenders DD Form 2475s in a timely manner to meet LRP application deadline requirements. DD Form 2475 with Section 4 completed by anyone other than the loan holder will not be accepted and will delay application processing.

(5) Remind the applicant of their responsibilities as outlined on NAVCRUIT 1133/75.

**b. The Classifier/MLPO shall:**

**Note:** Applicants who ship without NAVCRUITCOM (N32) approval in PRIDE are not enrolled in the Navy's LRP.

(1) Ensure NAVCRUIT 1133/52 includes LRP as an option and matches the final reservation/DEP LRP entries in PRIDE.

(2) Ensure future sailor signs LRP PRIDE text file and LRP Statement of Understanding

(3) Perform quality control check to ensure the applicant meets eligibility criteria as outlined in Article 030401.

(4) Update PRIDE record to reflect status of "Requested".

(5) Ensure that in PRIDE the applicant has been enrolled or disenrolled in LRP at the time applicant is confirmed.

**Note:** Additional processing guidelines (prompts) will appear in PRIDE when initially classifying or updating an applicant's record for LRP. Classifiers will follow the guidelines in PRIDE in addition to the steps listed above.

**c. RTC will, after accession onto active duty, complete DD Form 2366 with:**



(1) Section 4 with the following statement: “I understand that I am eligible for enrollment in the MGIB Program now, but will not establish eligibility for benefits until I reenlist for a second term and meet the requirements of the program as stated in Section 3.”

**030409. PROCESSING PAYMENTS**

**a. NAVCRUITCOM (N32) will:**

(1) Review all LRP packages, update PRIDE record to reflect status of “Granted”, and send email confirmation to those listed on the LRP WORKSHEET.

(2) Maintain a suspense file to maintain and track all application packages. If updated DD Form 2475s are not received after 60 days of the anniversary date, attempt to contact the service member.

(3) Forward NAVCRUITCOM payment authorization requests to DFAS for processing of payments.

(4) Serve as liaison between the service member and DFAS for Loan Repayment issues.

(5) Upon acceptance, provide a welcome aboard letter to the Future Sailor that contains specific information regarding the program.

**b. The Service Member must:**

(1) Within 60 days of reservation date, complete DD Form 2475, Sections 1, 2, and 3 and forward to the lender(s) to complete Section 4. The lender(s) will complete Section 4 and return to the service member to be incorporated into the final package submission. The service member must perform this same action no earlier than 90 days prior and no later than the service member’s 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> active duty date anniversaries.

**c. The lender will be asked to:**

(1) Complete DD Form 2475, Section 4.

(2) Forward DD Form 2475 to the address stated on the form in Section 1, Block b. Also forward a copy of the promissory note.

**d. Defense Finance Accounting System (DFAS), upon notification by the LRP Manager, will:**

(1) Issue check(s) to the lender(s) within 60 days of receipt of NAVCRUITCOM authorization.

(2) Provide verification of disbursement to NAVCRUITCOM (N32).

(3) Notify the Internal revenue Service of the amount paid.

(4) Issue W-2s to service members for all loan types paid.

**030410. INSTRUCTIONS FOR LOAN REPAYMENT PROGRAM WORKSHEET**

a. Complete and forward the LRP program worksheet to NAVCRUITCOM (N32). The LRP worksheet is available as a PDF Fillable document on the NAVCRUITCOM Forms web page. Please include the following with the worksheet:

(1). Copy of the NAVCRUIT 1133/52 – Enlistment Guarantees/Annex A (LRP listed as an option).

(2). Copy of the NAVCRUIT 1133/75 –Loan Repayment Program Statement of Understanding.

(3). Copy of DD Form 2475 with section 4 completed by each lender.

(4). Copy of the promissory note on eligible loans.

(5). Copy of the signed PRIDE LRP text file.

**Note 1:** To determine if loan is federally guaranteed, call the lending institution. They can advise the applicant/Future Sailor on Block 4F of DD Form 2475.

**Note 2:** NAVCRUITCOM will use the lower of the original loan amount or current unpaid principle balance (at time of accession). To estimate the PRE-TAX annual payment divide total by three.

**Note 3:** New, completed DD Form 2475s must be received by NVACRUITCOM (N32) on or near the recruit's anniversary date of active duty to remain qualified for repayment.

## SECTION 5

### ENLISTMENT BONUS PROGRAM

**030501. GENERAL.** The purpose of the Enlistment Bonus (EB) Program is to channel enlistments in ratings/programs characterized by chronically inadequate volunteer levels, extend enlistments beyond the four-year obligation, interest applicants that have postsecondary education, and provide an incentive for members to complete training pipelines having historically high attrition rates. The Program is administered via a variety of different bonus types that meet specific requirements. Policy and procedures are announced and controlled by Navy message and/or OPNAV/NAVCRUITCOM directives. The Enlistment Bonus Program includes:

- a. EBSR – EB for Source Rate
- b. EBSR-NCF – EB for Source Rate – Navy College Fund
- c. EBCC – EB for College Credit
- d. EBPST – EB for Physical Screening Test
- e. EBLP – EB for Language Proficiency (refer to VOL. IV, Chap. 3, section 2, Heritage Language Recruiting Program)
- f. EBRCL – EB for Reclassification (Post Accession only)

Applicants must be HSDG or HSG as defined by Volume II of this instruction. The naval message contains existing EB Program policy guidance on the effective date of eligibility, method of payment, terms of enlistment, etc. and shall be referred to for program administration and direction. Reserve Programs listed in Volume IV, Chapter 2 are not eligible for the EBCC. College First participants cannot use college credits earned while in that program to determine the bonus amount for EBCC.

**030502. TERMS OF ENLISTMENT.** Applicants in the PACT Program, NF, SECF 5YO, and other programs with a total of six years obligation do not need to sign a 12-month extension for participating in the EB Program. All other applicants must execute a NAVPERS 1070/621 (Agreement to Extend Enlistment) (for active duty) or a NAVPERS 1070/622 (for Reserve) using specific wording based on the various EB/EBCC/EBLP and rate/program combinations the applicant is eligible for at the time of enlistment.

- a. Applicants participating in the EB Program who are not enlisting in the PACT Program, NF, SECF 5YO, or any other program with a total six-year obligation are obligated to one 12-month extension for accepting the bonus.
- b. Applicants electing an EB (EBSR/EBLP) and/or EBCC and incurring any additional extension requirement based on rating/program selection (i.e., 5YO) are

obligated to two 12-month extensions, to be served consecutively, for a total aggregate of 24 months.

Use the following statement in conjunction with the required rating/program, extension statement:

**“To establish eligibility for the Enlistment Bonus (EBSR/EBLP) and/or Enlistment Bonus for College Credit (EBCC), as applicable, per OPNAVINST 1160.9, COMNAVCRUITCOMINST 1130.8, and the naval message in effect at the time of initial enlistment. If I change my rating/program after accessing onto active duty, which may nullify my Enlistment Bonus (EBSR), this extension is still in effect because of my continued eligibility for the Enlistment Bonus for College Credit.”**

**030503. ADMINISTRATIVE PROCEDURES.** Classifiers are required to have all applicants accepting EB, EBCC, and/or EBLP read, sign and date a Statement of Understanding (NAVCRUIT 1133/102) **and** the NAVCRUIT 1133/52 applicable to the applicant’s particular rating/program and incentive selection. The Statement of Understanding is necessary to make the applicant and pay personnel aware of the method of payment. The NAVCRUIT 1133/52 and NAVPERS 1070/621 or NAVPERS 1070/622 are required to document, among other things, the term of service and the maintenance and termination of the bonus. The following combinations apply:

- a. **FTS, SG, 5YO, AEF, ATF and NF Programs (non-prior service).** NAVCRUIT 1133/52 Enlistment Guarantee with applicable guarantee annotated in option 1, and Bonus Enlistment Incentive and amount annotated on option 2, and NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding.
- b. **NAVET PRISE III.** NAVCRUIT 1133/72 NAVET PRISE III/Paygrade Reduction Annex with applicable guarantee annotated in option 1, Bonus Enlistment Incentive and amount annotated on option 2, and NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding. Refer to Chapter 1 of this Volume, section 8 and 9 regarding Enlistment Bonus and SRB eligibility for NAVETs and PRISE III Program.
- c. **New Accession Training (NAT).** NAVCRUIT 1133/52 for New Accession Training (NAT) Program Guarantee with applicable NAT guarantee annotated on option 1, Bonus Enlistment Incentive and amount annotated on option 3, and NAVRES Incentive Agreement.
- d. **National Call to Service.** NAVCRUIT 1133/52 for National Call to Service Program Enlistment Guarantee with applicable National Call to Service guarantee annotated on option 1, applicable Incentive Election annotated on option 2, and National Call to Service Election of Options DD Form 2863. .
- e. **PACT Program.** NAVCRUIT 1133/52 for PACT Program Guarantee with applicable PACT Program guarantee annotated on option 1, Bonus Enlistment Incentive

and amount annotated on option 2, and NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding.

f. **Prior Service.** NAVCRUIT 1133/52 for Prior Service with applicable guarantee annotated on option 1, Bonus Enlistment Incentive and amount annotated on option 2, and NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding. Refer to Chapter 1 of this Volume, section 8 and 10 regarding Enlistment Bonus and SRB eligibility for NAVETs and OSVETs.

g. **Non-Acceptance.** Applicants who are eligible for the EB Program and decline to accept must sign NAVPERS 1070/613 Decline to Accept Enlistment Bonus and annotate in option 2 of NAVCRUIT 1133/52.

**Note:** Combinations of EB and LRP are prohibited.

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## SECTION 6

### COLLEGE FIRST PROGRAM (CFP)

**030601. GENERAL.** CFP allows qualified Active Component Non-Prior Service (NPS) Test Score Category (TSC) I-III A (AFQT  $\geq$  50) Future Sailors to attend up to six months of post-secondary education leading towards an Associates/Bachelors Degree or Vocational/Technical certification related to the member's guaranteed program/rating prior to accessing onto active duty. Refer to the most recent naval message for eligible ratings/programs. The Navy will pay members accepted for this program the base subsistence of \$250 per month prescribed by law plus a supplement not to exceed \$225 per month. Members **may** be eligible for a second school term of stipend payments provided they have sufficient DEP time remaining **and** have proven academic performance. Members must reapply for a second school term of stipend payments. Continuation in the CFP for a second school term is not guaranteed.

a. **Basic Eligibility Requirements.** Members must continue to be eligible in all respects for their guaranteed rating/program.

(1) If a member has never attended a postsecondary institution, they must have a final high school Grade Point Average (GPA) of 2.8 or higher on a 4.0 scale.

(2) If a member is a past or present student of a postsecondary institution, they must have a 2.5 or higher GPA on a 4.0 scale. All CFP members must maintain a 2.5 or higher GPA (on a 4.0 scale) each school term to ensure continued CFP eligibility.

(3) Members must be TSC I-II A (AFQT  $\geq$  50).

(4) For all participants, Degree core courses (English, History, Social Science, mathematics, etc.), Vocational/Technical courses that relate to the guaranteed rating/program, and courses that improve the member's performance in Navy training are required. Non-challenging and/or remedial course of study plans **will not** be approved.

(5) Members must attain a minimum of 12 semester hours (or quarter hour or Vocational/Technical training clock-hour equivalent) while in CFP.

(6) Members selected for CFP are required to commence their postsecondary education program within three months of their contract date or three months of their high school graduation date, whichever occurs last. Members must remain actively enrolled in such a status to obtain the required credit/clock hours. If remaining disenrolled for a continuous period of three or more months, members will be required to repay the government all money expended on the behalf.

b. **Selection Process.** After meeting basic enlistment eligibility and rating/program requirements, approval for CFP will be determined in a competitive process based on

“whole-person” qualifications, quota availability, and Recruit Training Command (RTC) shipping requirements. The length of time an applicant may attend school prior to reporting to RTC will generally be restricted to one semester/quarter or six months (whichever is lesser) however, members with proven academic performance **may** be granted a second term in CFP provided sufficient DEP time remains. Acceptance for a second term is **not** guaranteed.

c. **Member Entitlements.** CFP participants will receive the base subsistence of \$250 per month prescribed by law plus a supplement not to exceed \$225 per month while in DEP for each month they attend a postsecondary educational program. The payment will not be pro-rated nor will it be retroactively awarded for any portion/month of a class currently in progress that is prior to the month of acceptance into CFP. If a participant attends class in a given month, after acceptance into CFP, they are eligible for a full stipend for that month.

d. **Processing.** Submit CFP applications via fax to NAVCRUITCOM CFP Manager as identified in the most recent naval message. Applications must include:

(1) Exhibit 030601 College First Program Application with signature endorsement from the NAVCRUITDIST CO/XO only.

(2) High School and postsecondary education transcripts.

(3) Request for Examination (USMEPCOM Form 680 ADP).

(4) Signed Exhibit 030602 College First Program Course of Study Plan detailing course of study for the time requested in CFP.

(5) Waiver documentation for members requiring a rating/program waiver.

(6) Education verification, if required.

(7) A letter from an accredited postsecondary education institution stating the member is accepted for admission and providing a class starting date. Ensure the member is scheduled for accession into the Navy no later than 12 months (15 months if eligible) from the enlistment contract date upon DEP enlistment.

e. **Administration.** The NAVCRUITDIST CFP Coordinator will be designated by the Commanding Officer. CFP members must attend a postsecondary institution in the District from which they were recruited. Specific CFP Coordinator responsibilities include:

(1) Assist members in completing the Exhibit 030602 College First Program Course of Study Plan.



(2) Assist members in completing the Exhibit 030601 College First Program Application and request any applicable waivers.

(3) Assist members in completing the Exhibit 030603 College First Program Service Agreement.

(4) Direct approved members to establish a financial account, with a banking institution of their choice, in order to establish a Direct Deposit System (DDS) pay account.

(5) Ensure the member signs the Exhibit 030603 College First Program Service Agreement in addition to all other enlistment documents. The NAVCRUITDIST CFP Coordinator will ensure that accession documents are faxed to the NAVCRUITCOM CFP Manager within 48 hours.

(6) Once enlisted, ensure CFP members attend DEP meetings in accordance with Volume V of this instruction. Regulations governing contact with CFP members will be in accordance with Volume V of this instruction.

(7) Assist CFP members with any administrative and/or stipend payment matters.

**Note:** Selection of future CFP members may be suspended for Districts that fail to assist program members with stipend payment and administrative matters in a timely fashion. Future selections will be reinstated when the NAVCRUITDIST CFP Coordinator has resolved all stipend payment and administrative matters.

(8) Review student grades and records at the mid-point and end of the program entitlement period. Close monitoring and counseling is required to ensure adequate school attendance and performance.

(9) Ensure members maintain program eligibility for their rating/program. In the event a member becomes ineligible for accession while attending postsecondary education, the NAVCRUITDIST CFP Coordinator must inform NAVCRUITCOM CFP Manager and submit required waivers as soon as possible. Waiver criteria and submission procedures are the same as for non-CFP DEP members.

(10) Inform NAVCRUITCOM CFP Manager if a CFP member is applying for a Navy Officer Program.

#### **f. Member's Responsibilities and Information**

(1) CFP members are responsible for abiding by the terms of their contract, maintaining eligibility for their enlistment program, meeting and maintaining Navy physical readiness standards, and notifying the NAVCRUITDIST CO of any status change (including physical qualifications and civil/criminal involvement).

(2) Upon completion of the initial and, if authorized, subsequent school term, members must have official transcripts provided directly from their school to the responsible NAVCRUITDIST for submission to NAVCRUITCOM CFP Manager. Members are not allowed to hand carry or provide their own transcripts. Failure to provide transcripts, or evidence that transcripts have been tampered with, will result in disenrollment from CFP.

(3) Members must provide a Course of Study Plan, signed by an academic counselor, reflecting a course plan working towards an Associates/Bachelors Degree or Vocational/Technical Certification. Degree core courses (English, History, Social Science, Mathematics, etc.), Vocational/Technical courses that relate to the guaranteed rating/program, and courses that improve the member's performance in Navy training are required. Non-challenging and/or remedial course of study plans **will not** be approved.

(4) Members may not extend their RTC reporting date, cease classes, enter exchange programs, or transfer schools without written approval of NAVCRUITCOM CFP Manager.

(5) Members must maintain at least a 2.5 GPA (on a 4.0 scale) each term (if more than one is authorized) to remain CFP eligible.

(6) Members must maintain themselves in good standing in DEP. Failure to maintain liaison with their recruiter or failure to attend DEP functions without prior approval of their recruiter may subject them to disenrollment from the program.

**g. Education Allowance Information**

(1) This is a flat monthly allowance. If a member is in school for one day of the month they are entitled to the allowance.

(2) The allowance is not paid for months during which the member is not enrolled.

(3) The CFP does not pay for books and tuition. The member may use the allowance to pay for books, tuition, and other costs. Members are entitled to receive payment of qualifying loans through the Navy Loan Repayment Program (LRP) once accessed into the Navy.

(4) Members who do not satisfactorily complete CFP, are DEP losses, or do not access into the Navy will be required to repay the entire allowance. DFAS will initiate action to recover these costs upon notification. Exception to the education allowance recoupment requirement will only be granted in exceptional cases such as death or disabling injury of the applicant.

**EXHIBIT 030601.**

College First Program Application				
Name (Last, First, Middle):			SSN:	Age:
Education Code:	Post-Secondary Institution:			
Degree/Certification:	Major:		School Term Start Date:	
School Term End Date:	Prospective Paygrade:		DEP-in Date:	
SF-86 Submission Date:	Current PRIDE Ship Date:	HS GPA:	Post-Secondary GPA:	
Line Scores: AR ___ AS ___ EI ___ GS ___ MC ___ MK ___ VE ___ AFQT ___ NAPT ___				ASVAB Date:
Qualification Verification: 1. BEERS: ___ Yes ___ No Date Verified: _____ 2. Rating/Program: ___ Yes ___ No Date Verified: _____ 3. Academic GPA: ___ Yes ___ No Date Verified: _____ GPA: _____				
Documentation (attach required forms): 1. High School Transcripts 2. Post-Secondary Transcripts 3. Request for Examination (USMEPCOM Form 680-ADP) 4. Course of Study Plan 5. Waiver(s) (if required; with additional documentation) 6. NAVCRUITDIST ESS Education Verification (if required)				
NAVCRUITDIST Discretionary Remarks:				
For NAVCRUITCOM CFP Manager Use Only				
NAVCRUITDIST CO Signature:			Date:	
NAVCRUITCOM CFP Manager Determination: Approved: _____ Disapproved: _____				
NAVCRUITCOM CFP Manager Signature:			Date:	

**EXHIBIT 030602.**

College First Program Course of Study Plan		
Name (Last, First, Middle):		SSN:
Post-Secondary Institution:		Degree/Certification:
Major:	Term Start Date:	Term End Date:
Previously Completed Post-Secondary Courses		
Course:	Grade:	Date Completed:
Proposed CFP Course of Study		
Course:	Credit Hours:	Degree/Cert Rqmnt?
This Course of Study Plan is reasonable and attainable in the time allotted. The prescribed schedule represents an advancing progression of classes towards the member's intended degree/certification.		
NAVCUITDIST CFP Coordinator Signature:		Date:
Member's Signature:		Date:

**EXHIBIT 030603. NAVY COLLEGE FIRST PROGRAM SERVICE AGREEMENT**

(Typed or Printed Full Name)

(Social Security Number)

1. Having volunteered for guaranteed training in the \_\_\_\_\_ Program and enlistment in the U.S. Navy, in rate/paygrade \_\_\_\_\_, under the provisions of the College First Program, I hereby acknowledge that:
  - a. I am accepting entry into the College First Program. I am entitled to a base subsistence of \$250 plus a supplement not to exceed \$225 per month for every month that I attend classes under the College First Program.
  - b. In the event I fail to maintain qualifications and/or eligibility for training in my selected program or if I desired to change programs, reclassification into another rating/program may be requested via NAVCRUITCOM College First Program Manager and will be considered based upon my qualifications and the needs of the Navy.
  - c. If I remain qualified for my selected program and request voluntary disenrollment from the College First Program, I may be required to repay all money that I have received while in the College First Program.
  - d. If I am found not physically qualified for my selected program, I may be reclassified for training in another available rating/program based upon my qualifications and the needs of the Navy or I may discharge from the Delayed Entry Program. I understand that my new rating/program may require a different term of obligated service.
  - e. If at any time I am found not qualified, fail to maintain qualifications, or am removed from the College First Program, I may be required to repay all or some of the money I received in the College First Program. This will be considered a debt to the United States Government.
2. By enlisting in the U.S. Navy under the auspices of the Navy-College First Program  
I acknowledge that:
  - a. I must maintain a term grade point average (GPA) of at least 2.5 on a 4.0 scale. If I fail to maintain the required 2.5 grade point average, I may be removed from the program and have to repay all money received.
  - b. I will be enrolled into the College First Program for one term, during the first term I may apply to extend for a second term.
  - c. I will not be allowed to increase my projected time in college, extend/or change my Course of Study Plan, or RTC reporting date, enter into an exchange program, or transfer schools without the specific permission of NAVCRUITCOM College First Program Manager.
  - d. I will enroll as a full-time student at my school during my time in the College First Program, and I am responsible for the payment of tuition, books, and related college debts.
  - e. I will have my school submit an official copy of my transcripts to NAVCRUITCOM College First Program Manager, via the College First Coordinator of the Navy Recruiting District to which I am assigned, within 30 days of completion of each semester/quarter that I am enrolled in College First or prior to shipping, whichever is earlier. I understand that failure to provide transcripts as required may result in having to pay back any money that I have received.
3. I understand that I will receive my allowance through the Direct Deposit System and that I must have a bank account.

**EXHIBIT 030603 (cont.). NAVY COLLEGE FIRST PROGRAM SERVICE  
AGREEMENT**

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(Typed or Printed Full Name)

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(Social Security Number)

4. No promises, either written or oral, have been made in connection with my enlistment except as specified above. I acknowledge receipt of a copy of this document.

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Signature of Witnessing Officer

---

Signature of Enlistee

---

Typed Name/Grade of Witnessing Officer

---

Typed Name of Enlistee

---

Date

## SECTION 7

### ADVANCED PAYGRADE PROGRAM

**030701. GENERAL.** All Active Component (AC) and Reserve Component (RC) non-prior service applicants are enlisted in paygrade E1 unless they qualify for enlistment in paygrade E2 or E3 by meeting one of the advanced paygrade qualifications listed in this Section. **Enlistment in an advanced paygrade based on a combination of two or more of the advanced paygrade qualifications is not authorized** (e.g., combining college credits with referrals, combining Junior Reserve Officer Training Corps (JROTC) participation with referrals, combining Sea Cadet experience with vocational training). **Retroactive advancements are not authorized** therefore, eligibility must be determined and all necessary documents presented before enlistment. Requests for advancement after enlistment **cannot be approved** by NAVCRUITCOM.

a. **Documents.** The recruiter shall brief all applicants that they must provide the documentation necessary to be awarded advanced paygrade **before their ship date**. All applicants, including those with guaranteed Nuclear Field Program, must have their advanced paygrade eligibility listed in Section VI, Remarks, of DD Form 1966.

b. **Delays in Obtaining Transcripts**

(1) When transcripts cannot be obtained prior to shipping, through no fault of the applicant, the NAVCRUITDIST Commanding (or Executive) Officer must enter the following in Section VI, Remarks of DD Form 1966:

**(Date): Applicant shipped to RTC Great Lakes prior to receipt of college transcripts from (Name of Institution) due to (Reason). Upon receipt of said transcripts at PSD, RTC Great Lakes is authorized to advance the recruit to paygrade E2 or E3 effective the date the transcripts are received if credits earned meet COMNAVCRUITCOMINST 1130.8 criteria for advanced paygrade. Authorization for this advancement is cancelled upon graduation from Recruit Training. The applicant acknowledges that he/she has been made aware that it is his/her responsibility to have transcripts delivered to PSD, RTC Great Lakes prior to graduation from RTC.**

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(Signature of NAVCRUITDIST CO)

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(Signature of Applicant)

(2) Acceptable reasons for the delay in obtaining required transcripts include: natural disaster, fire, civil unrest, institution closure, extreme delay (greater than 30 days from end of term) in the institution's processing of transcripts. Applicants for advanced paygrade who are currently enrolled, or will enroll, in a college program shall not be scheduled to ship less than 30 days after end of the term in which they are, or will be, enrolled.

**030702. CRITERIA FOR ADVANCED PAYGRADE****a. College Credits**

(1) **Criteria.** Persons who have satisfactorily completed 24 semester hours or 36 quarter hours of **college credits** may be enlisted in paygrade E2. Applicants who have satisfactorily completed 48 semester hours or 72 quarter hours of **college credits** may be enlisted in paygrade E3. **College credits earned via classroom, online, or distant learning must be from a U.S. community college, college, or university accredited for postsecondary education** and listed in the **National Center for Education Statistics (NCES) website <http://nces.ed.gov>**. Remedial courses are NOT authorized for use in determining whether an applicant qualifies for Advanced Paygrade.

(2) **Verifying Eligibility.** Either official transcripts or student copy transcripts may be used to verify advanced paygrade eligibility providing there is no evidence of any transcript tampering. A degree issued by an institution listed in the **National Center for Education Statistics (NCES) website <http://nces.ed.gov>** (such as Associate, Bachelor, etc.) may be used to verify completion of the required credit hours. If the applicant is enlisted as a HSDG based on satisfactory completion of 15 semester/22 quarter hours, the hours **cannot** also be applied to advanced paygrade.

**b. Foreign Education.** Applicants with college-level foreign education who have satisfactorily completed the U.S. equivalent of 24 semester (36 quarter) hours may be enlisted in paygrade E2. Applicants who have satisfactorily completed the U.S. equivalent of 48 semester (72 quarter) hours of college may be enlisted in paygrade E3. Submit foreign education documents to the NAVCRUITDIST Education Service Specialist (ESS).

**c. Navy Sea Cadet Corps.** Applicants from the Navy Sea Cadet Corps may be enlisted in paygrade E2 or E3 provided they present conclusive evidence that **all** the following conditions have been met:

(1) Completed indoctrination training at a Naval Training Center or an approved Navy activity.

(2) Completed the approved curriculum and reached paygrade E2 or E3 in the Navy Sea Cadet Corps Program.

(3) Must not have reached 24 years of age on the date of enlistment.

**d. Civil Air Patrol.** Applicants who provide documentation of having received the Civil Air Patrol Billy Mitchell Award may be enlisted in paygrade E2.

**e. Junior ROTC Program.** Applicants who are accepted for enlistment, and who provide evidence of successful completion of two years of any Junior ROTC Program are entitled to enlist in paygrade E2. Those applicants who have been awarded a



certificate of successful completion of three years of any Junior ROTC Program, under any military department, are entitled to be enlisted in paygrade E3 upon presentation of the completion certificate or high school transcripts showing successful completion.

f. **Scouting.** Applicants who provide evidence of successful completion of Eagle Scout or the Girl Scout Gold Award requirements are entitled to be enlisted in paygrade E3. (Certificate must be the official award certificate issued by the Boy/Girl Scouts of America).

g. **Sea Scouts.** Applicants who provide evidence of successful completion of requirements for Quartermaster in the Sea Scouts are entitled to be enlisted in paygrade E3.

h. **Young Marines.** Applicants who provide evidence of having been designated an E5 in the Young Marines are entitled to be enlisted paygrade E2.

i. **Vocational/Technical School.** Applicants who have successfully completed 1,080 classroom hours at an accredited vocational/technical school may be enlisted in paygrade E2. Applicants who have successfully completed 2,160 classroom hours at an accredited vocational/technical school may be enlisted in paygrade E3. The vocational or technical training **must not** be part of a high school curriculum and **must** be at a level beyond high school.

j. **Military Academy.** Applicants who have successfully completed two years at, and successfully graduated from, an accredited high school-level military academy may be enlisted in paygrade E2. Applicants who have successfully completed three years at, and subsequently graduated from, an accredited high school-level military academy may be enlisted in paygrade E3.

k. **DEP Referrals.** Future Sailors who refer qualified applicants that subsequently DEP into the Navy may be authorized advanced paygrade to E2. The current program requirements can be found in Volume V of this instruction.

(1) **Definition of a Referral.** A referral provided by an applicant to qualify for advancement must fall into one of the following categories:

(a) A Future Sailor provides the recruiter with the name of a new prospect or introduces the recruiter to a new prospect. This includes referrals provided up to six months before the Future Sailor's enlistment date, when it is documented that the Future Sailor could not DEP-in earlier through no fault of his/her own (i.e., age, temporary medical reject, etc.).

(b) A Future Sailor successfully refers a prospect that a recruiter has been unsuccessful in contracting from another source (such as LEADS), the prospect must have declined processing, and the recruiter must have documented at least one unsuccessful follow-up. This type of referral must be within six months after the

unsuccessful follow-up and the Future Sailor's efforts must be documented as the reason for successfully contracting the prospect.

(2) **Effective Date.** The effective date of advancement will be the date the qualifying referral enlists (including DEP enlistment) or the date the Future Sailor who made the qualifying referral begins active duty, whichever is later.

(3) **Eligibility for Advancement.** Recruits are allowed credit for DEP referrals made before reporting to their first permanent duty station. Referrals made during periods while assigned to Hometown Area recruiting Program (HARP) are **not** credited toward advancement.

(4) **No Credit.** No credit is awarded when:

(a) The Future Sailor is answering the telephone in the recruiting station for the recruiter.

(b) The Future Sailor is calling names of people unknown to him/her from a list provided by the recruiter.

(c) The Future Sailor helped the recruiter with an applicant that they are currently working.

#### **I. Completion of DEP Guide Personal Qualification Standards (PQS) and Initial Fitness Assessment (IFA)**

(1) **Criteria.** E1 recruits who pass a written test at Recruit Training Command (RTC), and pass PT-Baseline with a SAT-MED will be advanced to E2 effective from their Active Duty Service Date (ADSD). Completion of the DEP GUIDE PQS will be confirmed by the Classifier in PRIDE under the "TPCON" column using one of the following codes:

N = DEP PQS process has not been started

I = DEP PQS process is started but is incomplete

Y = DEP PQS process is complete

(2) **Verifying Eligibility.** Any Navy Recruiting personnel may sign off PQS line items. When the new recruit ships to RTC, MEPS Liaison personnel must annotate completion of the PQS in the "CONFRM" subroutine of PRIDE.

(3) Although Commanding Officer, Recruit Training Command, has been granted advancement authority, Commander, Navy Recruiting Command retains overall responsibility for program management. CO RTC is authorized to advance E-1 Recruits to E-2 without a page 13 contingent upon their passing the written test and passing a PT-Baseline with a SAT-MED .

**030703. DOCUMENTATION.** To document advancement authorization, make an entry in Section VI, Remarks, of DD Form 1966 for all eligible members as shown in Volume III.

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## SECTION 8

### NAVY COLLEGE FUND PROGRAM (NCF)

**030801. GENERAL.** NCF is a program that offers enlistees in selected programs education incentives in addition to the basic 36-month MGIB benefits. All enlistment contracts require a four, five, or six-year obligation.

**030802. QUALIFICATIONS.** All applicants for enlistment in this program must meet basic enlistment eligibility requirements delineated in Volume II and rating/program requirements as applicable. The following additional criteria apply:

a. **Test Score Category.** Applicants must be in Test Score Categories I-III A (AFQT  $\geq$  50).

b. **Education.** Applicants must be HSDG as described in Volume II of this instruction. High school seniors may be enlisted in DEP under the NCF Program provided there is a reasonable assurance that they will graduate.

**030803. OBLIGATED SERVICE.** Total military service obligation is eight years. The initial four, five, or six-year enlistment will be performed on active duty. The remaining obligation is performed in the Individual Ready Reserve (IRR).

#### **030804. DISBURSEMENT OF FUNDS**

a. **Montgomery GI Bill.** Enlistees in NCF must participate in MGIB by having \$100 per month deducted from the pay during their first 12 months of active duty. This \$1,200 is non-refundable.

b. **Disbursements.** Payment is made through the Veterans Administration. The NCF entitlement ranges from \$150 per month to \$950 per month on top of the regular MGIB benefit. Actual amount will depend on the program and/or accession date guaranteed to the applicant at the time of DEP. **The incentive levels are specified in the current GENADMIN NCF and LRP message.** Payments for part-time enrollment are based on the number of classes taken. Individuals must be informed that MGIB and NCF entitlements become invalid after a period of ten years from the date of separation from service. The total military service obligation remains at eight years for the NCF program. Any subsequent modification made to the individual's program or accession date while in DEP could have an adverse effect on the monetary amount of NCF the individual is entitled to receive. Only the NCF guidance in effect at the time the individual entered DEP may be used to determine NCF entitlements.

c. **Eligibility for Benefits.** Enlistees are eligible to begin collecting benefits after completing two years of continuous active duty service. Payments made while the enlistee is on active duty or while in an education program on less than a half-time basis

will be the lesser of the amount of assistance authorized or the established charges for tuition and fees.

d. **Additional Terms.** Education benefits may be reduced if the enlistee fails to complete the enlistment contract assigned. No education benefits will be provided to enlistees receiving less than an honorable discharge after completion of initial contracted obligated service.

**030805. LOAN REPAYMENT PROGRAM.** Applicants electing NCF are **not eligible** for the Loan Repayment Program. There are no exceptions to this policy.

## SECTION 9

### BUDDY PROGRAM

**030901. GENERAL.** The Buddy Program provides for the enlistment of small groups (not more than **four** males or **four** females) who desire to remain together throughout **Recruit Training**. The program is designed to stimulate enlistment by fellow high school graduates and others from a local area and to assist enlistees during the civilian to military adjustment period. Mutual assignment under the Buddy Program is restricted to **Recruit Training only**.

a. Enlistment is restricted only in that all individuals commence recruit training on the same date. Any mixture of enlistment ratings/programs is authorized. Recruiters shall make clear that Recruit Training is approximately eight weeks in durations and does not include subsequent Apprenticeship Training.

**b. Program Restrictions**

(1) Buddy groups shall not consist of more than **four** individuals.

(2) All members of any one Buddy Group must be enlisted on the same day, at the same MEPS, and arrive at RTC together.

(3) All members of a Buddy Group must have a VE line score of 41 or higher.

c. **Documentation.** NAVCRUIT 1133/52 is used to delineate basic program and service guarantees.

d. **Separation by Extenuating Circumstances.** All applicants enlisting under this program are guaranteed assigned to the same recruit company however, recruiters must explain to enlistees that extenuating circumstances may require that they separate during or subsequent to the Recruit Training period due to:

(1) Illness or other medical reasons.

(2) Failure to show satisfactory progress in Recruit Training.

(3) Failure of one or more of the group to meet minimum requirements for Recruit Training.

(4) Failure to meet minimum water survival qualifications.

(5) Request of any member of a Buddy Group to be dropped from the group. Guarantees remain in effect for the other members of that particular Buddy Group.

(6) Other circumstances resulting in a delay during or subsequent to Recruit Training.

e. **Reports of Buddy Separation.** In the event information is received that an enlistee is prematurely separated from the guaranteed Buddy Group, NAVCRUITDIST personnel must expeditiously determine whether the separation was justified, related to extenuating circumstances outlined above, or the result of administrative error. When the separation is due to administrative error, personnel of the appropriate NAVCRUITDIST must initiate corrective action. In this regard, direct liaison with RTC Recruit Coordinating Office is authorized. If the NAVCRUITDIST cannot resolve the matter, assistance from NAVCRUITCOM (N32) should be requested. To prevent such situations, recruiters shall counsel all Buddy Program enlistees concerning action to take when a recruit believes that he/she has been wrongfully separated from his/her Buddy Group. Such counseling shall include:

(1) The importance of reporting separation from the group to the Liaison Petty Officer as soon as possible after arrival at RTC.

(2) Notifying the Receiving Officer in cases of assignments to different recruit companies.

f. **Review.** Prior to the recruits' departure from MEPS on the day of enlistment the MLPO or other NAVCRUITDIST personnel **must** physically review NAVCRUIT 1133/52 to ensure that the Annex is completed correctly.



## SECTION 10

### SPECIAL RECRUIT COMPANIES

**031001. FORMATION.** NAVCRUITCOM (N32) may authorize the formation of Special Recruit Companies. Requests must be received at NAVCRUITCOM HQ at least six months in advance of the desired enlistment date. In determining whether to form a Special Recruit Company, the primary factor to consider is overall improvement in production versus personnel effort and monetary expenditures. The benefits derived from increased publicity and improved public relations may not necessarily increase production sufficiently to justify the additional cost and effort.

a. The size of a recruit company at Recruit Training Command is governed by the size of RTC berthing facilities. For this reason, the size of Special Recruit Companies is limited to 78 minimum and 88 maximum. The minimum size is specified to utilize available berthing space properly. Any excessive attrition of recruits during training due to medical causes, dental treatment, or the need for special preparatory training will require dilution of the Special Recruit Company by assigning other recruits, thereby detracting from their special designation.

b. Applicants must have a minimum VE score of 41 to be eligible for a Special Recruit Company.

c. Commanding Officers are encouraged to make maximum use of local facilities to determine the water survival qualifications of as many recruits as possible, i.e., requiring Red Cross or YMCA swimming certificates. Water survival qualification is the single greatest cause of remedial training that violates Special Recruit Company integrity.

**031002. PROCEDURES.** Upon NAVCRUITCOM (N32) Special Recruit Company approval, the NAVCRUITDIST CO and NAVCRUITREG Commander will be advised of the approved date via letter. All Special Recruit Company applicants will receive program reservations/guarantees through classification within PRIDE. No school seats are set aside specifically for these companies as this practice is incompatible with optimal classification.

a. 15 days before enlistment of a Special Recruit Company the NAVCRUITDIST CO notifies Recruit Training Command via message with information copies to NAVCRUITCOM (N32 and N9), the Navy Region Commander, the Naval Service Training Command, and the NAVCRUITREG Commander of the following information (in code form):

(1) ALFA – Estimated number that will be enlisted

(2) BRAVO – Planned enlistment date

(3) CHARLIE – Estimated time of arrival at RTC

#### (4) DELTA – Designation of Special Recruit Company

**031003. PUBLICITY.** The publicity effort given this program is the key to its success. Every means available to the commands concerned must be fully utilized to ensure that each drive culminates with the enlistment of a full company on the day the ceremony has been announced and scheduled. This can only be assured by the closest coordination between members of the Navy Recruiting Command and Public Affairs Officers of the NAVCRUITDISTs, Naval Service Training Command, Recruit Training Command, and Region Commanders. Appropriate publicity in local newspapers, radio and television stations, and by bands, parades, demonstrations, and exhibits are only a few of the methods that may be featured in these drives. The publicity effort must continue through the training and recruit leave periods. RTC will provide detailed weekly progress reports to the Region Commander and NAVCRUITDIST CO, as applicable, with the best possible new material. RTC will also provide ample notification of graduation dates and provide the NAVCRUITDIST with all available information on the return of any group. The NAVCRUITDIST will make every effort to publicize the progress of the Special Recruit Company throughout the State and will provide a fitting ceremony for the return of the Company when they arrive as a group.

**031004. VIP INTEREST.** If any prominent person is interested in the formation of a Special Recruit Company, the NAVCRUITDIST CO shall inform NAVCRUITCOM (N32) of the particular case. This information shall be forwarded to NAVCRUITCOM at the earliest opportunity in order that NAVCRUITCOM may render necessary assistance.

**031005. IMPLEMENTATION AND FOLLOW-UP.** NAVCRUITREG Commanders will supervise the implementation of this program within their region. If, in the opinion of the NAVCRUITREG Commander, any unusual methods or procedures have been used in the formation of a particular Company that might be of value to other NAVCRUITDISTs, a report summarizing the procedures employed shall be submitted to NAVCRUITCOM (N32 and N9) with a copy to all NAVCRUITREG Commanders.

## SECTION 11

### U.S. NAVAL ACADEMY PREPARATORY SCHOOL (NAPS)

**031101. GENERAL.** The NAPS Program provides for enlistment of eligible Naval Academy candidates in the Navy Reserve 2YO Program. The candidate selection and notification process is normally completed by late May of each year. Superintendent, U.S. Naval Academy sends an individual letter to the accepted candidate (with copy to CO, NAVCRUITDIST) providing authorization and instructions. The candidate must telephone the nearest NAVCRUITDIST to facilitate enlistment processing before a date established by the Naval Academy and no later than 10 July. The NAVCRUITDIST schedules any pre-enlistment requirements and all appropriate planning for the enlistment ceremony (before the 10 July enlistment date deadline). The letter of selection will include an information packet with instructions to the candidate and additional instructions for NAVCRUITDIST enlistment processing. Also included are forms and active duty order blanks to be completed upon enlistment of the candidate. Candidates provide for their own transportation, at their expense, for all pre-shipping processing unless the NAVCRUITDIST or local recruiter desires to provide such transportation. **NAPS enlistees do not count toward NAVCRUITCOM accession goals.**

**031102. ENLISTMENT PROCESSING.** If a candidate intends to accept the NAPS nomination, the NAVCRUITDIST R-OPS schedules enlistment processing for the 2YO Program (Delayed Active Duty) subject to the following modifications:

- a. **ASVAB.** Not required.
- b. **Physical Examination.** No physical examination is required. Individuals have been found medically qualified by the Department of Defense Medical Review Board (DODMERB).
- c. **Enlistment with Advanced Paygrade.** NAPS candidates are enlisted in the Seaman Apprenticeship and are authorized to be enlisted E2 or E3 if qualified per Volume IV, Chapter 3, Section 7.
- d. **Special Situations.** Any questions that cannot be resolved at the NAVCRUITDIST level (such as moral waivers or applicants found not enlistment eligible for any other reason) must be directed to the Naval Academy Guidance Office (telephone: (410) 293-1858 or Toll Free (888) 249-7707, extension 31840, in CONUS (excluding Maryland)).
- e. **Forms.** The NAVCRUITDIST retains one copy of the following enlistment documents, in the residual file, for a period of two years.

(1) DD Form 1966

(2) DD Form 4

(3) NAVPERS 1070/613 entries are provided with the Naval Academy letter of selection. No other NAVPERS 1070/613 entries are required.

(4) NAVPERS 1070/602 (Dependency Application/Record of Emergency Data) entries are provided with the Naval Academy letter of selection. If no NAVPERS 1070/602 is attached or if the form is lost, complete a DD Form 93 (Record of Emergency Data).

(5) Eight copies of the active duty orders, prepared using order blanks provided with the selection letter. Forward one copy of the active duty orders to Superintendent, U.S. Naval Academy (Attn: Candidate Guidance Office), Annapolis, MD, 21402, and one copy to NAPS, Naval Education and Training Center (NETC), Newport, RI, 02841.

f. Complete and mail a NAVPERS 7041/1 (Travel Information Card) per BUPERSINST 7040.6 (Permanent Change of Station (PCS) Travel (Reserve Personnel, Navy), Financial Management Guide).

g. All enlistment documents prepared, except the copies of documents retained in the residual file, are retained in the Enlisted Service Record and forwarded to the Commanding Officer, Personnel Support Detachment (PSD), NETC, Newport, RI, 02841. Authority has been delegated to that activity to correct administrative/clerical errors discovered on the enlistment documents, including the member's paygrade. PSD Newport sends verified and corrected original enlistment documents directly to NAVPERSCOM (PERS-31) for creation of the electronic personnel record.

**031103. REPORTING ENLISTMENT.** After the candidate is enlisted, the NAVCRUITDIST must immediately report the enlistment by telephone to the Naval Academy Guidance Office. The NAVCRUITDIST must also ensure that the provisions of this instruction are closely followed when processing 2YO enlistments through the MEPS.

**031104. TRANSPORTATION AND EXECUTION OF ACTIVE DUTY ORDERS.** All applicant travel arrangements will be made to Providence, RI interconnecting with Newport Area to Newport, RI. Direct travel inquiries to:

Administrative Assistant  
Naval Academy Preparatory School  
Naval Education and Training Center  
Newport, RI 02841  
Telephone: Comm: (401) 841-6966/4303

NAPS candidates are authorized to travel to Newport, RI by private automobile. They are reimbursed for mileage allowance after reporting. If the candidate desires government transportation, complete a U.S. Government Travel Request (TR) using accounting data provided in the active duty orders. Ensure that TR information is stamped or typed on the original and all copies of the active duty orders.

## SECTION 12

### NAVY MUSIC PROGRAM

**031201. GENERAL.** The Navy Music Program provides for both DEP and immediate enlistment/reenlistment of qualified male and female applicants with guaranteed training for ultimate assignment to official **Navy Fleet Bands**. Qualified candidates are enlisted in the Regular Navy and attend MU “A” School upon completion of Recruit Training. Application and assignment procedures for **premier bands (Special Duty Assignments)** are detailed separately in Article 031204. **United States Navy Band**, Washington, DC, and **U.S. Naval Academy Band**, Annapolis, MD, are designated premier bands.

Applicants **cannot** enlist/reenlist for the MU rating without prior approval of NAVPERSCOM (PERS-4014). Due to fluctuating NEC (instrument) accession requirements, initial contact with the **MU Detailer or MU Audition Supervisor (PERS-4014) is essential.**

Head, Navy Music Program  
Navy Personnel Command (PERS-4014)  
5720 Integrity Drive  
Millington, TN 38055-4014  
Telephone: (901) 874-4314/16  
Facsimile: (901) 874-2614  
Toll Free: 1-866-827-5672  
Website: <https://www.npc.navy.mil/commandsupport/navymusic>

### **031202. ELIGIBILITY**

#### **a. Application/Audition Procedures**

(1) The applicant’s musical qualifications are determined by an on-site **performance audition.**

(2) Contact the nearest official Navy Band to schedule an audition. Audition sites are listed in Article 031202e, or found online at: <http://www.npc.navy.mil/CommandSupport/NavyMusic/NavyBands/>. Additionally, contact the MU Audition Coordinator (PERS-4014F) at (901)-874-4316 for additional assistance as required.

(3) Following the audition, the audition site will fax or email the applicant’s performance report, application for the Navy Music Program (NAVPERS 1130/11), any pertinent letters of recommendation (not required), and DVD of audition (Vocalist/Entertainer applicants **only**) to NAVPERSCOM (PERS-4014). PERS-4014 can usually provide a two-hour turnaround on instrumental applications received during normal working hours. Vocal applicants will have a longer processing time because their DVDs are mailed to PERS-4014. After processing, PERS-4014 will fax or email

letters of approval/disapproval to the appropriate NAVCRUITDIST listed on the application. Recruiters must contact the applicant with the results of the audition.

## b. Technical Qualifications

(1) **Performance Ability.** Applicants must demonstrate competent performance ability on a major instrument through a live audition. The following table lists the instrumental NECs.

NEC	Primary Instrument
3801	Flute <i>Note: Must also display proficiency on piccolo as part of the audition.</i>
3802	Oboe
3803	Clarinet
3804	Bassoon
3805	Saxophone
3806	Trumpet
3807	French Horn
3808	Euphonium
3809	Trombone
3811	Tuba
3812	Guitar
3813	Percussion
3814	Piano/Keyboard
3815	Electric Bass
3825	Voice (Vocalist/Entertainer)

**Note 1:** Guitar, keyboard, electric bass instrumentalists and vocalists receive basic skills instruction in Percussion Techniques during Class “A” School and perform on auxiliary percussion instruments for ceremonial, parade, and similar performance requirements (bass drum, cymbals, Latin-percussion, etc.).

## (2) General Skills/Knowledge Requirements

### (a) All woodwind and brass instrumentalist applicants:

Perform a minimum of one solo of their choosing. The solo should be considered standard repertoire for that instrument and should highlight the candidate’s technical and lyrical proficiency. If candidates have a jazz background, they are encouraged to perform a jazz etude, transcription, or a standard with an Aebersold CD as part of their prepared material. Perform major and all forms of minor scales, with arpeggios throughout the range of the instrument, SIGHT-READ “first chair” parts of intermediate

to difficult concert and stage band literature at a reasonable level. Music will contain various articulations, tempi, key signatures, etc.

(b) **Keyboard, Guitar, and Electric Bass Instrumentalists:** Requirements for rhythm section players revolve around competency and versatility. Perform a minimum of one solo of their choosing. The solo(s) should highlight the candidate's technical and lyrical proficiency. If candidates have a jazz background, they are encouraged to perform a jazz etude, transcription, or a standard with an Aebersold CD as part of their prepared material. Perform major and all forms of minor scales with arpeggios throughout the range of the instrument. Applicants must demonstrate working knowledge of **chords** and common **chord symbols**; ability to perform **standard** and currently popular, **contemporary** styles (rock, latins, swing, funk, etc.). Candidates must demonstrate correct performance and accompaniment in the various styles and ability to SIGHT-READ single line and chord changes from standard sheet music of contemporary styles. Sight reading will include lead sheets, chord progressions, single note melodies, etc. Keyboard and guitar applicants should expect to solo. Keyboard applicants must also be able to SIGHT-READ standard **grand staff** piano music.

(c) **Percussionists:** The percussion audition consists of 3 parts: Snare, mallets and drum set. Within each of these sections is prepared material and sight-reading.

- Snare: **26 rudiments** from memory, and rolls in both open and closed positions. Prepared solo for both concert and rudimental snare. SIGHT-READ intermediate to advanced music from marches, concert band, and method book excerpts.
- Mallets: Perform prepared solo, 2 octaves major and all forms of minor scales and arpeggios. SIGHT-READ intermediate music.
- Drum set: Demonstrate typical patterns in a variety of **standard** and **currently popular contemporary styles** to include rock, funk, swing, latins, etc. SIGHT-READ off a lead sheet and demonstrate ability to set up kicks.

(d) **Vocalist/Entertainer:** Vocalists should be comfortable jumping from one style to another, moving on stage, and entertaining the audience. Applicants **must** demonstrate capability to sing appropriately within various styles and must be **comfortable** as a **front-line entertainer**. Candidates will perform the National Anthem in B Flat and six prepared songs of different styles chosen from the song list posted on our website:

<http://www.npc.navy.mil/CommandSupport/NavyMusic/JobOpportunities/Vocalist.htm>. An accompaniment CD for their selected songs will be sent to the applicant two weeks prior to the audition. Perform major and all forms of minor scales with arpeggios two octaves. SIGHT-READ single melodic lines from standard sheet music. Applicants will be judged on vocal and mic technique, and stage presence. Although not required, an ability to perform basic **accompaniment** styles on keyboard or guitar is encouraged as

part of the audition. Auditions for Vocalist/Entertainer will be videotaped and submitted to PERS-4014 with the application package.

\*\* Applicants for **Vocalist/Entertainer** will choose their prepared solos from a list provided by the audition site. An accompaniment CD for their selected pieces will be sent to the applicant prior to the audition. Vocal applicants will use this CD to perform their prepared material. For more information, contact the audition site, NAVPERSCOM (PERS-4014), or visit the PERS-4014 website.

c. **Auditions Conducted at Government Expense.** NAVCRUITDISTs are responsible for funding applicant travel to the audition. TRs, TEMADD orders, government transportation, and berthing (on-site) may be utilized to transport an applicant to an out-of-area audition site. However, to conserve Navy travel funds, only those applicants who demonstrate a **reasonable ability to qualify** shall be authorized auditions at government expense. NAVPERSCOM (PERS-4014) must endorse all requests for government-expense auditions.

(1) Complete preliminary processing in accordance with Volume II of this instruction.

(2) Submit candidate's NAVPERS 1130/11 along with two or more letters of recommendation to NAVPERSCOM (PERS-4014) for use in determining if an audition is warranted. For **Vocalist/Entertainer candidates**, also forward a current **full-length photo** and recent **recording** of the applicant performing at least **three** selections of varying styles and tempo. If an audition is warranted, PERS-4014 will forward a letter of request for government funding to the NAVCRUITSTA.

d. **Auditions Conducted at No Expense to the Government.** Auditions conducted at no expense to the government do not require prior PERS-4014 approval and may be coordinated directly with the audition site. However, audition supervisors and the MU Audition Coordinator (PERS-4014F) are available at any time to conduct preliminary screenings over the telephone to help recruiters and applicants determine whether an audition is warranted.

#### e. **Official Audition Sites**

**Naval Academy Band**  
U.S. Naval Academy  
101 Buchanan Road  
Annapolis, MD 21402-5080  
(410) 293-1253

**U.S. Fleet Forces Band**  
370 8<sup>th</sup> Avenue  
Norfolk, VA 23151-4298  
(757) 444-6777

**Navy Band Great Lakes**  
2815 Barry Place

**Navy Band Northeast**  
Naval Station Newport  
347 Easton Street  
Newport, RI 02841-1516  
(401) 841-2479/2506

**PACIFIC Fleet Band**  
380 Neville Way  
Pearl Harbor, HI 96860-4910  
(808) 474-4151

**Navy Band Southwest**  
NBC North Island



Building 150  
Great Lakes, IL 60088-2816  
(847) 688-4760

**Navy Band Southeast**

P.O. Box 62  
Naval Air Station Jacksonville  
Jacksonville, FL 32212-0062  
(904) 542-5611/16/21

**Navy Band Mid-South**

NSA Mid-South  
5722 Integrity Drive  
Millington, TN 38054-5015  
(901) 874-5784/85

**Navy Band New Orleans**

Bldg. 558 Code N0  
400 Russell Ave.  
New Orleans, LA  
(504) 678-2790

Box 357021  
San Diego, CA 92135-7021  
(619) 545-6478/98

**Navy Band Northwest**

1103A Hunley Road  
Silverdale, WA 98315-1103  
(360) 315-3447/48/52/55

**SEVENTH Fleet Band** (Yokosuka, Japan)

PSC 473, Box 86  
FPO AP 96349-0086  
011-81-46-816-6979

**U.S. Naval Forces Europe Band** (Naples, Italy)

PSC 817, Box 47  
FPO AE 09622-0047  
011-39-081-568-6728

**U.S. Navy Band**

617 Warrington Avenue SE  
Washington Navy Yard, DC 20374-5054  
(202) 433-2864/6107

**031203. ENTRY-LEVEL PAYGRADE AUTHORIZATIONS**

- a. **High School Diploma Graduates.** Authorized E2 upon entry onto active duty.
- b. **Some college and college graduates.** Eligible applicants may also qualify for advanced paygrade per Volume IV, Chapter 3, Section 7.

**031204. APPLICATION FOR ASSIGNMENT TO NAVY PREMIER BANDS**

a. **United States Navy Band**, Washington, DC, is a special-duty **Presidential support** command, and **U.S. Naval Academy Band**, Annapolis, MD, is a special duty activity in support of the Navy's military academy. Members of these **preferentially staffed bands** are selected from only the Navy's top performing Fleet musicians and from among the very **best** civilian musicians in the country on the basis of a competitive, on-site audition conducted by the individual bands. Selection for, and assignment to, **U.S. Navy Band** and **U.S. Naval Academy Band** is determined on a preferential basis from among those candidates applying for specific vacancies. **These vacancies are announced as they occur.** Audition dates are then published to the Fleet and in civilian trade papers by the respective Leader/Commanding Officer.

(1) Applicants interested in auditioning specifically for openings for **U.S. Navy Band** may write or call:

Audition Supervisor  
United States Navy Band  
617 Warrington Avenue SE

Washington Navy Yard, DC 20370-5054  
Phone: (202) 433-2840/6107  
Website: <http://www.navyband.navy.mil>

(2) Applicants interested in auditioning specifically for openings for **U.S. Naval Academy Band** may write or call:

Audition Supervisor  
U.S. Naval Academy Band  
101 Buchanan Road  
Annapolis, MD 21402-5080  
Phone: (410) 293-3283/1253  
Website: <http://www.nadn.navy.mil/USNABand>

**b. Notes Regarding United States Navy Band Accessions**

(1) Civilian applicants selected for assignment to the U.S. Navy Band do not attend Class “A” School or Apprenticeship Training but report for duty upon completion of Recruit Training.

(2) The MU designator is assigned upon completion of Recruit Training.

(3) Personnel selected for assignment to the U.S. Navy Band are authorized advanced paygrade enlistment at E6 (MU1) effective upon completion of Recruit Training.

**c. Notes Regarding U.S. Naval Academy Band Accessions**

(1) Civilian applicants selected for assignment to the U.S. Naval Academy Band do not attend Class “A” School or Apprenticeship Training but report for duty upon completion of Recruit Training.

(2) The MU designator is assigned upon completion of Recruit Training.

(3) Personnel selected for assignment to the Naval Academy Band are authorized advanced paygrade enlistment at E6 (MU1) effective upon completion of Recruit Training.

**031205. NAVCRUIT 1133/52 (ANNEX TO DD FORM 4).** This form provides the service and training guarantee annex to the DD Form 4 and must be prepared in accordance with this instruction. When applicants are approved for enlistment as an MU, PERS-4014 will attach a sample NAVCRUIT1133/52 to the NAVPERSCOM authorization letters, which will list applicable guarantees. Refer to NAVCRUIT 1133/52 (Enlistment Guarantees), with option 1 properly annotated to indicate a guarantee for MU/SG with either Class A School, Naval Academy Band, or U.S. Navy Band.

## SECTION 13

### DIRECT PROCUREMENT ENLISTMENT PROGRAM (DPEP)

**031301. PROGRAM INFORMATION.** DPEP provides for the enlistment of applicants with civilian acquired postsecondary vocational/technical training and/or significant work experience. DPEP requirements apply to both Active and Reserve Component applicants except where Component-specific criteria are identified.

a. **Vocational/Technical Training.** Applicants who have completed accredited civilian vocational/technical postsecondary training at an accredited institution comparable to the rating enlisting into, but have no significant work experience, may be eligible for enlistment in paygrade E3 as a designated striker.

b. **Training and/or Experience.** Applicants who have completed accredited civilian vocational/technical training and/or have one or more years of significant work and supervisory experience in a civilian field may be eligible for enlistment in paygrades E3 through E6 in critically manned (CREO Group 1 or 2) ratings. The applicant's training, work and/or supervisory experience must correlate directly to the rating for which enlisting. Refer to the most recent CREO NAVADMIN listing for rating entrance availability.

(1) **Documentation of Self-Employment.** Applicants must include at least two letters of reference (DD Form 370) documenting skills and experience comparable to the requested rating. Additional letters may be required to address the minimum time period for the requested paygrade. In addition, at least two of the following must accompany the application:

- (a) Current business or state license
- (b) Advertisement in telephone directory
- (c) Billing statement addressed to the applicant's business address

(2) **Documentation of Employment.** Document rating related civilian employment as follows:

- (a) A resume detailing the training, work and supervisory experience required for the requested paygrade.
- (b) A DD Form 370 from a minimum of 3 employers listed on the PSI/SF-86 that are applicable to the rating applying for.

**Note:** This information will be used to assist in determining the applicant's paygrade. Refer to section 031303.

c. **Navy Rating/Civilian Occupation Equivalency Resource.** The Occupational Information Network (O\*NET Online) provides access to four occupation classification systems: Dictionary of Occupational Titles (DOT), Military Occupational Classification (MOC), Registered Apprenticeship Information System (RAIS), and Standard Occupational Classification (SOC). O\*NET Online is accessible at <http://online.onetcenter.org/>. Click on the “Crosswalk” button to access the above classification systems. The Military Occupational Classification system allows entry of either the rating abbreviation (AE, etc.) or the rating long title (Aviation Electrician’s Mate, etc.). If there is a corresponding civilian occupation, the system will return a listing of occupation(s) coupled with the respective Standard Occupation Classification(s). Additionally, each listing contains an associated link for occupation details encompassing Tasks, Knowledge, Skills, Abilities, Work Activities, Work Context, Job Zone, Interests, and Work Values. Compare the applicant’s occupation qualification level with rating/paygrade requirements listed in NAVPERS 18068 (Navy Enlisted Occupation Standards) to determine the recommended rating and paygrade. All applications are considered on a case-by-case basis.

**Note:** The mere listing of occupations does not mean the applicant is qualified for the rating. Each individual’s training and work history must be reviewed closely to determine the exact nature of the job and the rate/paygrade for which they may be best qualified.

**031302. BASIC ELIGIBILITY.** Applicants must meet all basic enlistment and specific program/rating eligibility requirements.

a. **ASVAB.** Applicants must meet ASVAB line score eligibility for entry into the requested rating.

b. **Prior Service.** Open to non-prior service and prior service. Personnel currently under a Navy Selective Reserve (SELRES) contract are ineligible. Skills obtained through previous military training and experience will be considered.

**Note:** Personnel who have served in the USN/USNR or other branches of service whose MOS/AFSC/NEC directly converts to a Navy rating are not eligible for enlistment under the provisions of the DPEP Program in the same rating unless they have been discharged for more than two years.

c. **Physical.** Meet prescribed physical standards for Navy service and rating entry requirements.

**031303. TRAINING EXPERIENCE.** In addition to the training and work experience requirements delineated below, applicants must meet the ability and knowledge requirements identified for the requested paygrade by NAVPERS 18068 (Navy Enlisted Occupation Standards). NAVCRUITCOM (N32) will make final paygrade determinations based on specific Enlisted Community Manager (ECM) input.

Paygrade	Minimum Years Work Experience	Minimum Supervisory Experience	Minimum Vocational or Technical Training Hours
E3	1	0	1,080
E4	2	0	1,080
E5	4	2	2,160
E6	7	4	2,160

**Note 1:** The vocational/technical training must be accredited and not part of a high school curriculum.

**Note 2: Work Experience and Vocational or Technical Training Compensation**

- a. Every two additional years of work experience may be substituted for one year (1,080 hrs) of vocational/technical training.
- b. Every additional 1,080 hours of training may be substituted for one year of work experience.

**Note 3: College Education Compensation.** 24 semester hours or 36 quarter hours of college credit earned in qualifying courses may be substituted for 1,080 vocational/technical training hours. College credit compensation may be substituted for vocational/technical training hours only for those credit hours earned in courses that are specifically related to the occupational field/rating in which the member is enlisting. For example: If a member is applying for the HM rating and has 3 semester credits in each of the following courses (English 100, Humanities 101, Biology 120, Emergency Medical Technician-EMT1, Statistics, Basic College Study Skills, Anatomy 100, and World History), then only the nine credits earned for the Biology, EMT, and Anatomy courses can be applied. The other credits were earned in subjects that are not specifically related to the HM rating.

**Note 4:** Supervisory experience cannot be substituted.

**031304. TERM OF ENLISTMENT**

**a. Non-Prior Service**

(1) DPEP enlistees incur an eight-year Military Service Obligation (MSO) with a four-year commitment for Active Component or a six-year SELRES commitment for Reserve Component (via NAT Program). Use NAVCRUIT 1133/52 to delineate basic program and service guarantees.

(2) Active Component E-3 DPEP applicants may be provisionally DEP enlisted with NAVCRUITCOM (N32) approval if within 180-days of completing the 2,160 hours of required vocational/technical training. E3 DPEP applicants must sign a DD Form 1966, Section VI, Remarks entry if provisionally enlisted in DEP.

(3) DPEP enlistees will not be considered for other rating conversion programs until completion of their initial active duty or SELRES obligation.

b. **Prior Service.** Applicants will incur a minimum four-year commitment for Active Component or minimum three-year commitment for Reserve Component.

**031305. RATES/RATINGS AUTHORIZED.** Active and Reserve Component DPEP enlistment is restricted to only those ratings listed as CREO Group 1 or 2 in the most recent CREO NAVADMIN. The only exception is the Active Component for Hospital Corpsman (HM) NEC HM-8708 (Dental Technician) and HM NEC 8496 (Mortician). The following link will provide access to the most current SELRES CREO listing: <http://www.npc.navy.mil/NR/rdonlyres/24C24FAD-AB5B-4F31-A983-6E62588F379F/0/EnlistedSELRESManning24JUL07.xls>

### **031306. PROCEDURES**

a. **Program Qualification Determinations.** Recruiters shall ensure potential DPEP applicants bring their vocational/ technical school transcripts, resume of work experience, and previous/current employer letter(s) of recommendation to MEPS during initial enlistment processing. The Classifier will interview and screen the applicant to determine program qualification and submit a DPEP application to NAVCRUITCOM (N32).

b. **Approval Authority.** NAVCRUITCOM (N32) is final approval. In cases where the applicant's qualifications are deemed insufficient, lower paygrades and/or alternate ratings may be considered.

#### **c. Enlistment Application**

(1) Process DPEP enlistment application (EXHIBIT 031301) and forward to NAVCRUITCOM (N32). Requests must include a completed DPEP application, pre-enlistment kit, and the following:

(a) Licenses, certificates, and other credentials that would demonstrate that the applicant meets NAVPERS 18068 requirements for the requested rating and paygrade.

(b) Copy of vocational and/or technical school transcript(s) and a copy of course curricula.

(c) Copy of applicant's resume and employer references.

(d) Statement of security clearance eligibility and citizenship certification, if required for the recommended rating.

(e) Statement certifying that any special physical requirements have been met.

(f) Navy Occupation and Training History (Page 4) for NAVET personnel.

(g) Copy of all DD-214s, if applicable.

**d. Reservations**

(1) Active Component. Reservations for DPEP non-prior service and prior service applicants will be made through PRIDE and they will be classified into an Active Component Class “A” School seat for the rating in which approved for enlistment.

(2) Reserve Component.

(a) Reservations for DPEP non-prior service applicants will be made through PRIDE and they will be classified into a New Accession Training (NAT) Class “A” School seat for the rating in which approved for enlistment. They are entitled to any enlistment bonus authorized to NAT accessions.

(b) Reservations for prior service will be processed through CIRIMS and they will be classified into the rating for which approved.

**031307. GENERAL APPRENTICESHIP AND PAYGRADE.**

a. Active Component. All Active Component applicants enlist in paygrade E3 with the appropriate rating designation. Applicants approved for paygrade E4 through E6 will be advanced from E3 to their approved paygrade upon completion of their training track, as indicated in Article 031308.

b. Reserve Component.

(1) Non-prior service applicants enlist in paygrade E3 with the appropriate rating designation. Applicants approved for paygrade E4 through E6 will be advanced from E3 to their approved paygrade upon completion of their training track, as indicated in Article 031508.

(2) Prior service NAVET applicants will enlist in their approved paygrade as determined by NAVCRUITCOM (N32) with the exception of those previously separated in paygrades E3 and below. These member’s must attend Petty Officer Indoctrination Training and/or Navy Leadership Training after reporting to their first permanent duty station if authorized DPEP enlistment in paygrades E4 through E6

(3) OSVET applicants will enlist in their permanent paygrade, however, they must complete all requirements before a bonus will be paid.

**031308. TRAINING TRACK**

a. Non-Prior Service (Active and Reserve Component).

(1) Applicants attend recruit training at RTC, Great Lakes.

(2) Accessions will receive Navy Military Training (NMT) during the training pipeline and service record entries will be made on NAVPERS 1070/613 indicating the NMT subjects completed.

(3) Accessions will complete Sailor Development Continuum (SDC), Apprenticeship Core Curriculum, Course Identification Number (CIN) A-500-1000, prior to transfer to their first permanent duty station.

(4) Accessions approved for paygrades E4 through E6 will attend Petty Officer Indoctrination Training and/or Navy Leadership Training after reporting to their first duty station.

b. Prior Service.

(1) Active Component DPEP applicants attend Prior Service Indoctrination Training at TPU, Great Lakes.

(2) Reserve Component DPEP applicants will be ordered to the NOSC where they will be required to drill upon affiliation or enlistment.

(3) Active and Reserve Component accessions previously separated in paygrades E3 and below will attend Petty Officer Indoctrination Training and/or Navy Leadership Training after reporting to their first permanent duty station if authorized DPEP enlistment in paygrades E4 through E6.

c. All DPEP accessions that are required to report to RTC or TPU Great Lakes will be administered a rating assessment prior to commencing their technical training pipeline (Class “A” School) and may have the training tailored based on their knowledge, skills, and abilities. In most instances, this accelerated training is to fill in the gaps between their civilian acquired experience and specific rating requirements.

**031309. SERVICE RECORD REQUIREMENTS**

a. Enter the appropriate Program Enlisted For Code (PEFC) on the DD Form 1966. Utilize the appropriate PEFC in blocks 17f and 18m. The only exception is for prior service Reserve Component applicants who require “DPEP” to be entered in item 18m. Refer to Volume III for DD Form 1966 instructions and PEFC’s.



b. NAVETs should have a copy of their original Navy Occupation and Training History (Page 4). Applicants who are in possession of these record pages are required to provide them for inclusion in their new Enlisted Service Record at the time of reenlistment. Complete a NAVPERS 1070/613, Administrative Remarks if the applicant did not receive these pages or if they have been lost or destroyed.

c. Insert a copy of the submitted report of availability in the member's service record.

d. A copy of DPEP related correspondence must be included in the individual's service record.

f. The front cover of the Enlisted Service Record must be distinctly marked or stamped "DPEP". Also stamp the cover with "NAVET" or "OSVET", as applicable, if the applicant has previously completed 12 or more consecutive weeks of active duty.

### **031310. RATING SPECIFIC REQUIREMENTS**

#### **a. Hospital Corpsman (HM)**

(1) Civilian trained and certified Surgical Technicians, Radiology Technicians, Laboratory Technicians, Pharmacy Technicians, and Cardio-Pulmonary Technicians may be enlisted under the following conditions. (

(a) Must possess a current, valid certification in their respective field.

(b) Must have proof of training from an accredited institution.

(c) Must provide two letters of recommendation from a civilian medical facility.

(d) A vacant billet must be available with the NEC for which the applicant is enlisting. NECs will be awarded when applicant's gain has been reflected in IMAPMIS. EPMAC 1221/2 (Navy Enlisted Classification (NEC) Change Request) is to be submitted with the enlistment kit. The form is available in CIRIMS.

**NOTE: Upon reporting, NOSC must ensure that all RC DPEP applicants approved for HM rating attend HM Class "A" School at the earliest opportunity. No exceptions.**

(e) Under no circumstances will a technician be enlisted into a general duty HM billet.

(2) **Medical Assistants.** Certified Medical Assistants (CMA) may be enlisted into a general duty HM billet. They must have a current certification in Medical Assisting from the American Association of Medical Assistants.

(3) **Nurse Assistants.** Certified Nurse Assistants (CNA) are not eligible for enlistment as an HM under the DPEP Program.

**b. Mortician (HM-8496)**

(1) Must satisfactorily complete a mortuary science course at a school accredited by the American Board of Funeral Service Education, Inc.

(2) Must hold a current license to practice as a mortician from one of the 50 States or the District of Columbia.

(3) Refer to the most recent Enlistment Bonus GENADMIN to determine any bonus eligibility.

(4) Applicants will be assigned the HM-8496 NEC upon successful completion of HM “A” School.

**c. Dental Hygienist (HM-8708)**

(1) Must have completed an Associate’s Degree in Dental Hygiene (Associate’s in Science or Applied Science Degree (AS or ASS)). The institution must be accredited by an accrediting group, which is recognized by the commission on recognition of post-secondary accreditation (CORPA).

(2) Must have normal color perception and vision correctable to 20/20.

(3) If currently a student, provide the following:

(a) Letter of recommendation from the Director, Dental Hygiene program.

(b) Documented interview with two clinical supervisors. Phone interviews are acceptable.

(c) Copy of transcript prior to entering active duty showing program completion and award of degree.

(4) If working in field less than one year, provide a letter of reference from school program director or current employer.

**d. Master-at-Arms (MA)**

(1) **Law Enforcement Officer with Experience.** The applicant **must** possess a certificate indicating graduation from a course of instruction by one of the following:

(a) Federal Law Enforcement Training Center, Glynco, GA and not in a “recruit police officer” or “probationary police officer” status.

(b) State government law enforcement academy and not in a “recruit police officer” or “probationary police officer” status.

(c) Approved county/local government law enforcement academy and not in a “recruit police officer” or probationary police officer” status.

(d) Graduates of State, county, or local academies must possess a certificate indicating successful completion of Peace Officer Standards Test (P.O.S.T) at either the Basic, Intermediate, or Advanced level.

**Note:** Certificates from a non-governmental, private, for profit, or non-profit academy (e.g., ABC Law Enforcement Academy, ABC Criminal Justice Academy, etc.) **are not acceptable.**

(2) **Corrections, Probation, Parole Officer with Experience.** Applicants must possess a certificate indicating graduation from a course of instruction by a government criminal justice, corrections, probation, or parole academy as listed below:

(a) Federal Law Enforcement Training Center, Glynco, GA, and not in a “recruit” or “probationary” status.

(b) Approved State governmental criminal justice, corrections, probation, or parole academy and not in a “recruit” or “probationary” status.

(c) Approved county/local governmental criminal justice, corrections, probation, or parole academy and not in a “recruit” or “probationary” status.

**Note:** Certificates from non-governmental, private, for profit, or non-profit academies (e.g., ABC Corrections Academy, ABC Criminal Justice Academy, etc.) **are not acceptable.**

(3) **Security Practitioners with Experience.** Applicants must possess a Certified Protection Professional certificate and will be considered on a case-by-case basis.

**EXHIBIT 031301. DPEP APPLICATION**

<b>NAVCRUITDIST:</b>			<b>NAVCRUITSTA:</b>			<b>Date:</b>	
<b>Applicant:</b>						<b>SSN (LAST 4):</b>	
<b>DOB/Age:</b> /			<b>Requested Rating:</b>			<b>Requested Paygrade:</b>	
<b>Related Civilian Work Experience</b>							
Employer		Occupation Title		Years	From	To	
<b>Supervisory Experience</b>							
Position/Title		Number Of Subordinates		Years	From	To	
<b>Vocational/Technical Training</b>							
School		Location		Hours	From	To	
<b>Certifications/Credentials Earned</b>							
Type		Purpose/Use		Issuing Authority		Date	
<b>Prior Military Service</b>							
Branch	Component	From	To	MOS/Rate	Paygrade	Re-Code	
<b>Rating Requirements</b>							
Does the applicant meet moral, physical, citizenship, security clearance, ASVAB line score, and all other rating requirements?						Yes	
						Needs Waiver	
Type Of Waiver Required, If Any:				Waiver Authority:			
Comments/Recommendation:							
<b>NAVCRUITCOM (N32) Use Only</b>							
Meets NAVPERS 18068F Requirements? Yes No		Approved	Disapproved	Returned		Rating: Paygrade:	
Signature:				Control Number:		Date:	
Special Comments/Remarks:							

## CHAPTER 4

### ACTIVE COMPONENT CLASSIFICATION

#### SECTION 1

#### NAVY SUPPLEMENTARY TEST ADMINISTRATION

**040101. TESTING RESPONSIBILITIES.** As set forth in COMNAVCRUITCOMINST 5400.1, testing responsibilities are:

a. **Classifiers** identify security requirements for all test materials; administer, score, and verify the Navy Advanced Programs Test (NAPT), the Defense Language Aptitude Battery (DLAB), and Typing tests; and convert raw scores to Navy Standard Scores.

b. **Education Services Specialists** establish positive relationships between Navy recruiting personnel and the education community; maintain detailed records of the Student ASVAB; conduct NAPT or DLAB testing as required; and train all newly reporting recruiters on education liaison functions.

c. **NAVCRUITDIST Testing Personnel** shall be designated in writing by the NAVCRUITDIST CO. Only the below listed personnel shall be designated as testing personnel authorized to administer Navy Supplemental Tests:

- (1) Education Services Specialists.
- (2) Enlisted Classifiers or Recruiter/Classifiers
- (3) Enlisted Processing Division Supervisors (EPDS)
- (4) E7 and above personnel attached to the NAVCRUITDIST.
- (5) E6 and above NAVCRUITDIST Nuclear Field Coordinators (NAPT only).
- (6) Test Control Officer (TCO)/Assistant Test Control Officer (ATCO).

**Note: Written authorization must be in the format of Exhibit 040101.**

NAVCRUITDIST CO may designate one officer to be the NAVCRUITDIST TCO, and one or more officers to be the ATCO for both enlisted and officer programs. If a TCO or ATCO is designated to be responsible for enlisted and officer testing, their designation letter must reference the COMNAVCRUITCOMINST 1130.8 (Navy Recruiting Manual – Enlisted) and COMNAVCRUITCOMINST 1131.2 (Navy Recruiting Manual – Officer). All personnel authorized to administer/monitor aptitude and screening tests must be thoroughly knowledgeable of, and adhere to, correct test procedures and security measures to ensure test results provide a reliable measure of applicants' abilities.

d. TCOs and ATCOs must be commissioned officers. One or more ATCOs may be designated to assist and be directly accountable to the TCO. TCOs are responsible for:

(1) Establishing and maintaining procedures for adequate test security per Article 040104.

(2) Exercising close supervision over all phases of test storage, protection, issue, and administration.

(3) Requisitioning, storing, issuing, safeguarding, accounting, and maintaining appropriate stock levels of all enlisted test materials.

(4) Advising the command and staff members of changes in regulations pertaining to test security and status of test material inventories, stock levels, and discrepancies.

(5) Administering Navy Supplementary Testing.

(6) Periodically reviewing the testing practices of Test Administrators.

(7) Each time an applicant is tested the Test Administrator must:

(a) Check the applicant's Social Security Number (SSN) (refer to Volume II for allowable documents) and ensure that the applicant's name and SSN are written on the answer sheet.

(b) Ensure the applicant signs the following statement on the reverse of the answer sheet:

**“I have not taken this or any other Navy screening test except as follows: (None or explain).”**

(c) Sign the applicant's statement as a witness.

**Note:** Applicants whose score is very close to qualifying, and who might otherwise be entirely acceptable, will likely be disappointed by being rejected for their desired program. For this reason, all Test Administrators must emphasize to applicants that there is no passing or failing grade. Avoid use of language in conversations and correspondence with applicants that indicate failure such as “did not make a qualifying score” or “did not score above the cut score.”

#### **040102. NAVY SUPPLEMENTARY TEST PROCUREMENT**

a. To request NAPT materials, see Article 040108e.

b. Request DLAB materials by letter to the Deputy Chief of Naval Operations (N13F) via Naval Education and Training Professional Development and Technology Center (NETPDTC N3217) and NAVCRUITCOM (N3).

#### **040103. TRANSMITTAL OF NAVY SUPPLEMENTARY TEST MATERIALS**

a. **Packaging and Mailing.** All test materials must be double-wrapped and tape-sealed on the top, bottom, and at the ends of the inner wrapper so as to expose any attempt to compromise contents. Materials must also be transmitted by **USPS registered mail** and a delivery receipt must accompany each package.

b. **Labeling.** The inner and out envelopes must reflect the address of both the sending and receiving commands. The inner wrapper must be plainly marked.

- on the tape seal, and
- on both sides at the top and bottom, and
- at both ends,

“TO BE OPENED ONLY BY PERSONNEL AUTHORIZED TO  
HANDLE NAVAL MILITARY PERSONNEL TEST MATERIAL”

c. **DLAB Material.** The inner wrapper must be plainly marked with the following:

**For Official Use Only  
Test Material To Be Opened By Test  
Control Officer Only**

#### **040104. SECURITY OF NAVY SUPPLEMENTARY TESTS AND TEST MATERIAL**

Note: For the NAPT, see section 040108.

a. Classification testing material and answer keys shall be maintained in storage containers located with authorized Test Administrators. Written accountability of test material shall be maintained at all times. SECNAVINST 5510.36 and MILPERSMAN Article 1236-030 provide guidance regarding secure item proper storage requirements. **A complete inventory shall be conducted each time the safe or container is opened.** At a minimum, include the following in the log entry when accessing test materials:

- (1) Time and date of opening and closing.
- (2) Name, rate, and signature of individual accessing the material.
- (3) List of material(s) removed and the date and time of return.
- (4) Reason for removing material(s).
- (5) Complete list, by title and serial number, of each item currently stored.

(6) A signed entry stating the safe/container was not opened on workdays the safe/container is not accessed.

b. **Do not** reproduce test material in any manner without written authorization.  
**Violations are punishable under the UCMJ.**

c. DLAB tests shall only be graded at locations where the answers keys are stored and only by those individuals authorized to administer the test(s).

d. Score answer sheets without marking the correct answer to avoid unintentional creation of unauthorized answer keys.

e. Properly designated NAVCRUITDIST testing personnel are authorized to transport tests **other than the NAPT** (but not answer keys) without prior approval from DCNO or NAVCRUITCOM provided the below procedures are followed:

(1) **Do not** leave any test material unattended in vehicles, motel rooms, etc. If it will be impractical to store the exams in an authorized location (a Recruiting Station's safe or locking metal file cabinet) during overnight travel, do not perform the travel.

(2) Transport test materials in separate locked containers and store them in Navy Recruiting Stations when overnight storage is required. SECNAVINST 5510.36 and MILPERSMAN Article 1236-030 apply. A locking hard-sided brief case in good repair is acceptable for use as a locked container when it is necessary to transport tests to a remote testing site.

(3) Recruiting Station personnel may **only** accept material from Test Administrators in a locked container. Overnight storage **must** be in accordance with SECNAVINST 5510.36 and MILPERSMAN Article 1236-030, which specify a minimum of a non-portable locking metal file cabinet or safe.

(4) The Test Administrator **must** conduct a complete inventory of the test material after retrieving the locked container.

(5) DLAB materials **must** be returned to the storage location from which they were originally obtained with 45 days of removal.

f. Test materials **are not permitted** on overnight trips if the specified recruiting station does not have an appropriate storage container.

#### **040105. DESTRUCTION OF NAVY SUPPLEMENTARY TEST MATERIAL**

a. The NAVCRUITDIST retains DLAB answer sheets for two years. Properly designated personnel shall supervise the burning or shredding of these materials.

b. When test materials become so worn or defaced as to be unfit for further use, transmit materials as specified by MILPERSMAN Article 1236-030 for disposition.

(1) Forward DLAB material to NETPDTC (N3217).



**040106. DEFINITIONS OF TEST COMPROMISE**

a. **Prohibited Actions.** The following actions and situations are **expressly prohibited**, constitute possible test material compromise, and require investigation/resolution under pertinent regulations:

(1) Oral or written discussion of test material contents with any individual not authorized material access.

(2) Oral or written discussion of test material contents by an examinee with any other individual under any circumstances.

(3) Examinee questioning of any official designed to gain knowledge of test material contents.

(4) Development, construction, reproduction, distribution, or possession of any local test, practice test, or pretest except as authorized by NAVCRUITCOM (N3).

(5) Reproduction or copying of any test material, in whole or in part, except blank Enlistment Screening Test (EST) or NAPT answer sheets.

(6) Removal of any test material from the examining room by an examinee.

(7) Leaving an examinee or group of examinees unsupervised during a testing session with the exception of the EST.

(8) Failure to account for the location or disposition of all test materials at any time.

(9) Transferring test material except as delineated by Article 040103.

(10) Destruction of test material except as delineated under this section.

(11) Conduct of any official, unofficial, formal, or informal training session or course designed to “teach the test” or which emphasizes knowledge or other information known to be covered by any Navy Supplementary Test. This **does not** include issuing the Navy Correspondence Course *Math-Volume I* or NKO based math courses to Future Sailors and applicants before taking/retaking the NAPT. Recruiters shall not provide any explanation of the methods used to derive correct answers in the pamphlet entitled *Your Career Starts Now*. This action constitutes a training session.

(12) Opening or tampering with any package containing test materials by any individual not officially authorized to handle Navy Supplementary Test material.

(13) Improper storage of test material.

(14) Accessing any safe, filing case, vault, or other approved storage facility by any individual not specifically authorized access to test materials. Only CO's, XO's, TCO's, ATCO's and other NAPT Test Administrators may possess the keys or combinations to testing material storage containers.

(15) Theft or unauthorized use/possession of test material by any individual.

(16) Intentional changing of test scores or knowingly making erroneous test score entries on official records.

(17) Appointment of individuals as alternate, associate, temporary, emergency, or non-permanent TCOs or the similar appointment of any other official authorized test material access for the purpose of gaining knowledge of test contents for **any** reason or for the purpose of circumventing any provisions of this instruction.

(18) Taking **any** action that could result in unauthorized disclosure of test material and/or its contents.

(19) For the NAPT: administering an NAPT at any location other than where the NAPT is authorized to be stored.

(20) For the NAPT: any failure to properly maintain two-party inventory for the checking out or checking in of the NAPT per Article 040108.

(21) For the NAPT: administration of an NAPT by anyone who is not properly qualified as NAPT Test Administrator, or who is not designated in writing by the CO, or who has been qualified and designated for over one year without receiving periodic NAPT training from NNAVCRUITCOM N313 or N7.

**040107. LOSS OR COMPROMISE OF NAVY TESTS.** Immediately notify NAVCRUITCOM (00IG) and (N3) upon discovery of loss or compromise of recruiting activity-held test material. Include the appropriate senior(s) as information addressee(s) if the loss or compromise occurs at other activities with recruiting authority. Additionally, if directed by NAVCRUITCOM, report loss or compromise of NAPT material to DCNO (N133D) and loss or compromise of DLAB material to DCNO (N13F) and NETPDTC (N3217) via the chain of command per MILPERSMAN Article 1236-030.

**040108. NAVY ADVANCED PROGRAMS TEST (NAPT).**

a. The NAPT is a two-hour, service-unique, supplementary test for **potential Nuclear Field (NF) Program applicants who do not qualify based solely on ASVAB line scores**. NAPT scores are valid for two years. The Navy administers the NAPT to prospective applicants when they meet any of the following minimum pre-screening criteria:

(1) Score 65 or higher on the AFQT.

(2) Rank in the top one-third of their high school class.

(3) Maintain a “C” average or better in one year of algebra.

b. **NAPT Storage.** NAPT materials (other than the NAPT test control log) must be stored in a suitable non-portable, locking bar metal file cabinet or combination locked safe, but should be stored in the most secure lockable container available at the storage location, which is usually a testing location. One example is a locking bar file cabinet in the Senior Classifier’s office. Another possible example is exams stored in the Test Control Officer (TCO)’s safe with a three-tumbler or digital combination lock. This container **must be locked at all times when it is not directly guarded by an NAPT Test Administrator.**

c. **NAPT Custody Control.**

(1) Primary custody of NAPT exams and answer keys at the NAVCRUITDIST level rests with the Commanding Officer. When new NAPT materials are sent from NAVCRUITCOM to the NAVCRUITDIST, the CO must sign the materials receipt and return it to NAVCRUITCOM N313. Sub-custody of the exams can then be transferred to the properly designated TCO. The TCO must maintain the original NAPT materials receipt until the exam series is retired.

(2) Sub-custody transfer letters should be in the format of Exhibit 040103 "Sample NAPT Sub-Custody Transfer Letter" which can also be found electronically on the NAVCRUITCOM website in the "Forms" section. The First Endorsement section which is signed by the person taking custody shall be recorded on a NAVPERS 1070/613. For military members, a copy of this page 13 will be submitted for inclusion in the permanent service record.

(3) Sub-custody of NAPT materials may be granted by the CO to the TCO, and by the TCO to the ATCO or any other test administrator who is properly qualified and designated as an NAPT Test Administrator. Sub-custody must be delegated to a single responsible qualified individual whenever NAPT materials will be stored away from the normal working location of the TCO; however, any qualified NAPT Test Administrator may still have access to the materials.

(4) Any individual who is granted sub-custody of NAPT materials must maintain these materials in accordance with the requirements of this section for handling, storage, access, security, accountability and administration.

(5) When the TCO grants sub-custody of NAPT materials to a qualified NAPT Test Administrator, he will retain a record copy of the sub-custody letter and forward a copy to the CO for retention while the letter is in effect.

(6) NAVCRUITDIST COs will sign a new sub-custody letter prior to TCO relief which is effective upon relief.

(7) Upon an NAVCRUITDIST change of command, the relieving CO must sign a new complete inventory of NAPT materials issued to the command and submit this inventory to NAVCRUITCOM (N313). The relieving CO will also sign a new sub-custody letter for the TCO.

d. **NAPT Access.** The NAPT storage containers **may only be accessed by the NAVCRUITDIST Commanding Officer (CO), Executive Officer (XO), TCO, ATCO and other individuals who are properly qualified and designated as NAPT Test Administrators.** Storage container keys and/or combinations may only be in the possession of the NAVCRUITDIST CO, XO, TCO, ATCO and designated NAPT Test Administrators.

e. **NAPT Security and Accountability.** Written accountability of NAPT exams and answer keys shall be maintained at all times using the NAPT Test Control Log, Exhibit 040105, also found electronically on the NAVCRUITCOM Directives web page in the "Forms" section. NAPT materials checked out of the storage container must be checked back into the container **within the same day. NAPT check out/in must be performed by two individuals, one of whom must be an authorized NAPT administrator.** The other individual can be any personnel permanently assigned to the NRD. Both individuals must print their name and rate (or position for civilian personnel) on the test control log and sign the entry for check-out and for check-in. **A complete inventory of all NAPT exams and keys shall be conducted each time the safe or container is opened.** Inventory shall be by serial number and number of each item on board and may be recorded by referring to a pre-printed inventory list, but **must actually be performed item-by-item, every time.**

**Note:** The NAPT Test Control Log is separate from and in addition to the security container access card SF-702. The NAPT test control log may be stored outside the security container but must be safeguarded in a manner to prevent its loss.

f. **NAPT Exam Materials.** There are normally two current NAPT test versions issued to the field. It is recommended that the two versions be used alternately to prevent possible test compromise. The Standard Navy Four-Choice Answer Sheet (NAVPERS 1236/12, Stock Number 0106-LS-012-36609) remains a stock item in the Navy Supply System and is procured through normal supply channels, or may be copied locally.

(1) Ordering. Request NAPT exams and answer keys by letter to NAVCRUITCOM (N3). Do not reproduce NAPT materials in any manner without written authorization from NAVCRUITCOM (N3) and DCNO (N133D). Violations are punishable under the UCMJ. Blank answer sheets are not considered NAPT exam materials and may be locally reproduced.

(2) Receiving. When NAPT exams or answer keys are received by the NRD, the NRD CO must sign the receipt of these materials and return a copy of the signed receipt to NAVCRUITCOM (N313). This function cannot be delegated. Sub-custody of the exams can then be transferred to the properly designated TCO per paragraph b.

The TCO must maintain the original NAPT materials receipt until the exam series is retired per paragraph b.

(3) Destruction. When test materials become worn or defaced as to be unfit for further use, transmit materials to DCNO (N133D) as specified by MILPERSMAN Article 1236-030 for disposition. For filled-in answer sheets that are greater than six months old, burn or shred them per MILPERSMAN 1236-030. The TCO must retain the destruct certification until two years after the exam versions are retired.

(4) Retention. Retain NAPT Test Control Logs for two years. Retain filled-in answer sheets and associated scratch paper in the NAPT storage container for six months. Properly designated personnel shall supervise the burning or shredding of these materials.

(5) Transmittal. For transmittal via USPS registered mail, see section 040103. For initial delivery to or relocation of permanent storage and testing locations, NAPT materials may only be hand carried by the CO, XO, TCO, or the ATCO. Observe the two-party check-out and check-in requirements of section 040108.c. .

g. **NAPT Test Administrators**. TCO's, ATCO's and all NAPT Test Administrators must be qualified per COMNAVCRUITCOMINST 1136.2 "NAPT Test Administrator" PQS and designated in writing by the NRD Commanding Officer. The designation letter must be in the form of Exhibit 040101 and recorded on a NAVPERS 1070/613. Retain one copy in the member's NRD training record and for military, submit one copy for inclusion in the permanent service record. The following personnel may be qualified and designated by the CO as NAPT Test Administrators

- (1) Education Services Specialists.
- (2) Enlisted Classifiers or Recruiter/Classifiers.
- (3) Enlisted Processing Division Supervisors (EPDS).
- (4) E7 and above NAVCRUITDIST personnel.
- (5) E6 and above NAVCRUITDIST Nuclear Field Coordinators.
- (6) Test Control Officer (TCO)/Assistant Test Control Officer (ATCO).

h. **NAPT Study Material**. Authorized NAPT study material is limited to the Chemistry Periodic Table of the Elements, Math/Physics RAD items, the Correspondence Course *Math-Volume I* and NKO e-learning based math courses. These items are **prohibited** in the examination room during NAPT administration.

i. **NAPT Testing Locations**. The NAPT **may only be administered at authorized storage locations and may not be transported for testing purposes**. For example,

the NAPT may be administered at the NRPS or within the NRD headquarters, if properly stored there. **The NAPT may not be transported to Navy Recruiting Stations, schools or any other remote testing site.** If NAPT's must be transported due to an NRD Headquarters or MEPS relocation, they must be hand carried by the Commanding Officer, the Test Control Officer or the Assistant Test Control Officer only. Observe the two-party check-out and check-in requirements of section 040108.c.

j. **NAPT Test Procedure.**

(1) The Test Administrator must be one of the two personnel who signed the NAPT out of storage and must be present in the testing room throughout the testing period. The second individual signing for exam check-out is not required to be physically present during the test.

(2) Before commencing the test, The Test Administrator must verify the identity of the examinee. The examinee's SSN is not required on the answer sheet. The applicant must sign the following statement on the reverse of the answer sheet:

**"I have not taken this or any other NAPT except as follows: (None or explain)."**

The NAPT test Administrator signs the applicant's statement as a witness.

(3) The Test Administrator must also:

(a) Ensure that applicant's use only approved calculators (basic four-function, scientific, or graphing). Testing personnel are responsible for checking the examinee's calculator prior to commencing the examination. If the examinee has a calculator with a raised or large (one inch or more) display, seat the examinee where his/her calculator cannot be seen by other examinees. The following types of calculators are not authorized during the NAPT:

1. Pocket organizers/handheld or laptop computers.
2. Electronic writing pads or pen-input devices.
3. Models with a QWERTY (typewriter) keypad.
4. Models with paper tapes.
5. Models that make noise.
6. Models that can transfer data or information.
7. Models that require a power cord.
8. Models that use magnetic media (disks, tapes, cards, etc.).

- (b) Ensure that any applicant who leaves the room during the test is escorted.
  - (c) Ensure that no applicant leaves the room during or at the end of the test without first turning in their test booklet and answer sheet.
  - (d) Examine each test booklet for missing pages. Conduct an immediate search should any discrepancy be noted and report loss or compromise per Article 040107.
  - (e) No examinee cell phones of any kind are allowed in the testing room during the NAPT.
- (4) The NAPT shall only be graded at locations where the answers keys are stored. The NAPT shall only be graded by NAVCRUITDIST TCOs/ATCOs, Classifiers, Recruiter-Classifiers, EPDS' and ESS' who are designated in writing by the NAVCRUITDIST CO to administer the NAPT. Score answer sheets without marking the correct answer to avoid unintentional creation of unauthorized answer keys.
- (5) The Test Administrator shall examine trash material before securing the room upon test completion. Recruiting personnel must not divulge the correct answers to questions answered incorrectly.
- (6) The Navy Classifier enters the actual score attained on DD Form 1966, Section VI, Remarks and in the PRIDE system. These entries are required regardless of whether applicant passes or fails the test and regardless of whether they enlist in the Nuclear Field Program.
- k. **NAPT Retest Policy.** A single retest may be authorized if an applicant's initial test score was 40 or higher. The minimum passing score for a NAPT is 55. Submit a NF Type 1 Waiver request for eligibility to NAVCRUITCOM (N33) if an individual qualifies for the NF Program on the basis of the retest. A retest using an alternate version of the NAPT may be authorized by the NAVCRUITDIST CO no earlier than 90 days from the date of the initial test provided the individual applying for a retest provides evidence of additional academic achievement in mathematics or science since the initial test. Courses must be satisfactorily completed before a retest may be authorized. Use Exhibit 040102 to request CO authority for a NAPT retest. Exhibit 040102 shall be retained in the applicant's residual file.
- (1) For high school, college, community college, or summer school courses completed by the applicant since the initial test, include certified transcripts from the school showing the final course grade..
  - (2) If an applicant seeks a retest based upon completion of a course in which they were already enrolled at the time of the initial test, at least 50 percent of the course must have been completed after the initial test.

(3) If less than 50 percent of the course was completed after the initial test, some other form of academic improvement (such as a correspondence course) is required.

(4) Other forms of academic improvement must be supported with a certified report of course content, tests required, length of study, test grades, and source of accreditation (if any). Use of an approved Navy correspondence course is authorized.

**I. NAPT Reports.** In order to remain eligible to administer NAPT's, each NAVCRUITDIST must submit a quarterly NAPT program audit report to their respective NAVCRUITREG. A consolidated report (including copies of each NAVCRUITDIST report) will then be forwarded to NAVCRUITCOM N313. The audit may be conducted by the NRD CO, XO, CR, ACR, TCO, or ATCO (or the Senior Classifier or EPDS for remote NRPS's) but the audit report must be signed by the CO or XO. The report must include the following items:

(1) Complete inventory of all NAPT's and NAPT answer keys issued to the NAVCRUITDIST with the storage locations indicated for each.

(2) A statement verifying proper use of the NAPT Test Control Log per section 040104.

(3) A list of all the NAVCRUITDIST's NAPT administrators, their initial qualification or designation date and a statement verifying they are properly designated in writing by the CO and military members have a 1070/613 on file per section 040101. For those who have been designated as NAPT Test Administrators for over one year, include status of receiving periodic NAPT training.

(4) A statement verifying that all NAPT security containers meet the requirements of paragraph section 040108.a.

EXHIBIT 040104 is a sample report that can also be found on the NRC directives web page in the "Forms" section.

The quarterly NAPT audit report will be due to N313 by the middle of the first month of each new quarter (50% gate day for October, January, April and July). Any NRD's failing to submit this audit report by the due date may request an extension, in writing, from N313, Branch Head, Nuclear Recruiting Programs. The request for extension must be submitted and approved by NAVCRUITCOM N313 prior to the due date or NAPT use must be suspended by the NRD pending N313 extension approval. If no extension is granted, the NRD must **suspend all use of the NAPT on the due date** until the report is received by N313, reviewed and found to be satisfactory.

**NOTE:** For remote testing locations more than 200 miles from the normal working location of the CO, XO, TCO, ATCO, CR and ACR, the quarterly audit may be performed by the Senior Classifier, EPDS, or whoever is the NAPT custodian for that location. However, if the remote testing location is visited by the CO, XO, TCO, ATCO,



CR or ACR and it is anticipated to be the only such visit in any quarter, that individual should conduct an NAPT audit even if it is not the first half-month of a new quarter.

**m. NAPT Compromise.**

(1) Definitions of NAPT exam compromise: see section 040106.

(2) Action in case of NAPT exam compromise: see section 040107.

**n. Periodic NAPT Training.**

(1) NAVCRUITCOM N313 will conduct NAPT handling, storage, access, security, accountability and administration training at least annually. This training will be delivered to all TCO's, ATCO's, NF Coordinators and all other NAPT Test Administrators either in-person at a conference or via webinar/DCO type teleconference. This training may be delivered by NAVCRUITCOM N7 after being generated and/or approved by N313.

(2) An NAVCRUITDIST's NAPT program will be considered compromised and all NAPT testing suspended if annual training is not completed by all NAPT Test Administrators and TCO/ATCOs at least every 15 months. Initial qualification and designation as NAPT Test Administrator is considered equivalent to periodic NAPT training.

**040109. TESTING REQUIREMENTS FOR SELECTED RATINGS**

a. **DLPT and DLAB.** Required for enlistment into the CTI rating. The Defense Language Proficiency Test (DLPT) and Defense Language Aptitude Battery (DLAB) are administered at the MEPS. MEPS does not stock the DLPT; Chief Testing Management (CTM) Section must order each specific language test; administer, score, and verify the test(s); and return the test(s) by registered mail. The DLPT should be requested of the MEPS prior to the applicant's physical examination being scheduled.

(1) MEPS administers the DLAB to screen individuals who have a potential to study a foreign language under the Defense Language Program. DLAB scores are valid for two years from the test administration date.

(2) MEPS and RTC administer the DLPT to individual claiming native or near-native proficiency in a foreign language.

(3) The CTI rating requires only two parts of the DLPT (reading and listening) which requires 4 ½ hours to administer, grade, and verify. The MEPS' CTMs perform the verification. It is recommended that the physical and DLPT be accomplished over two days due to the length of time involved.

(4) The DLAB should not limit the enlistment of native linguists into the CTI program however, applicants must take the DLAB to determine aptitude for future additional training on other languages.

(5) Make a DD Form 1966, Section VI, Remarks, entry for **all** applicants administered the DLAB. Refer to Volume III for details.

(6) **DLAB Retest Policy.** An individual may take a DLAB retest six months after the date of the latest test per USMEPCOM Regulation 611-1.

b. **Navy Performance Test – Typing Test.** For ratings or programs that require applicants to type a minimum of 40 words per minute (WPM), verification shall be accomplished by either a school transcript showing attainment of no less than this standard, or by successfully completing the Navy Performance Test – Typing Test. This qualification shall be documented on DD Form 1966, Section VI, Remarks.

(1) **Test Administration.** In accordance with BUPERSINST 1430.16 and as designated by COMNAVCRUITCOMINST 5400.1, the **NAVCRUITDIST Classifier** administers, scores, and verifies the typing test.

(a) The applicant may take the typing test on either a typewriter or personal computer (PC). When using a PC, the applicant may use word processing software in a regular typing mode but is prohibited from using features such as spell check, word wrap, or backspace.

(b) Before test commencement the Classifier shall verify the applicants SSN. Refer to Volume II for acceptable documents. The Classifier shall also sign the typing page as witness that the name and SSN on the typing page has been verified. The applicant must sign the following statement on the reverse of the answer sheet:

**“I have not taken this Navy Performance Test – Typing Test except as follows: (None or explain).”**

The Classifier signs the reverse as witness to the applicant's statement on the answer sheet.

(c) A five-minute practice period is permissible and must immediately precede the official test. Material for the official test must differ from that used during the practice period and must be unknown to the applicant prior to test commencement.

(d) Set the typewriter or PC for double-spacing with margin stops set for a line of 80 spaces. Test material is typed or printed on 8 ½ x 11-inch plain paper.

(e) Only one error is charged in any word. Each character transposed, omitted, or inserted, or each word misspelled, incorrectly hyphenated, omitted, or in any way different from the original copy is an error. Crowding or piling of letters, strikeovers,

faulty shifting, and improper indentation are errors. Errors are charged for length of lines in test copy that differ slightly from the length of lines in the original copy.

(f) **Calculating Net Words Per Minute.** Count the total number of strokes (each space and each character within the line is a stroke), subtract 50 strokes for each error, and divide the remainder by five to determine the number of gross words. Divide the gross words by the time allowed for the test. The formula is:

**1. Gross words = Total number of strokes minus 50 strokes per error divided by five (5) (strokes per word).**

**2. Net Word Per Minute = Gross words divided by five (5) (minutes allowed for the test).**

(g) Determine the score by comparing the net words per minute with the qualifying rate as follows:

<b><u>Net Words Per Minute</u></b>	<b><u>Score</u></b>
Below 20 WPM	0
20 WPM	2.5
21-22 WPM	2.8
23-24 WPM	3.1
25-26 WPM	3.4
27-28 WPM	3.7
29 or more WPM	4.0

(h) Retain the Typing Test in the applicant's residual file.

**EXHIBIT 040101. SAMPLE NAVY SUPPLEMENTARY TEST ADMINISTRATOR DESIGNATION**

From: Commanding Officer, Navy Recruiting District \_\_\_\_\_

To:

Subj: DESIGNATION AS NAVY SUPPLEMENTARY TEST ADMINISTRATOR

Ref: (a) COMNAVCRUITCOMINST 1130.8

(b) MILPERSMAN Article 1236-030

1. You are hereby designated as a Navy Supplementary Test Administrator. You are authorized to administer the (NAPT, DLAB, Typing) test(s) only.
2. You are directed to become intimately familiar with the requirements of references (a) and (b).
3. This designation remains effective only while you are serving in a billet designated by reference (a), Article 040101 of Volume IV. The authority to administer the designated test(s) is automatically revoked once you are removed from the billet.
4. You are cautioned that compromise or loss of any enlisted classification test material requires an investigation and is punishable under the UCMJ.

\_\_\_\_\_  
(NAVCRUITDIST CO Signature)

\_\_\_\_\_  
Date

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FIRST ENDORSEMENT (NAPT Test Administrator only – to be recorded on NAVPERS 1070/613))

From:

To: Commanding Officer, Navy Recruiting District

I have read and fully understand all requirements in COMNAVCRUITCOMINST 1130.8 series and MILPERSMAN 1236-030 for the handling, security, storage and administration of the NAPT. I understand that compromise or loss of any enlisted classification test material requires an investigation and is punishable under the UCMJ.

\_\_\_\_\_  
(NAPT Test Administrator Signature)

**EXHIBIT 040102. SAMPLE NAPT RETEST REQUEST**

From: Nuclear Field Coordinator

To: Commanding Officer, Navy Recruiting District \_\_\_\_\_

Subj: REQUEST FOR NAPT REQUEST AUTHORIZATION

Encl: (1) Copy of USMEPCOM 680 ADP showing initial NAPT score/version

(2) Evidence of math or science upgrade

1. I request authorization to administer a second Navy Advanced Programs Test (NAPT) based on the following:

a. Name of applicant: \_\_\_\_\_

b. Initial NAPT score: \_\_\_\_\_ (must be 40 or above)

c. Composite line scores based on initial NAPT and current ASVAB \_\_\_\_/\_\_\_\_

d. Previous NAPT version: \_\_\_\_\_

e. NAPT retest version: \_\_\_\_\_ (may not be same as line d above)

f. Date of initial NAPT: \_\_\_\_\_ (minimum of 90 days between tests)

2. I understand that 55 is the minimum passing score for a NAPT retest.

3. I understand that if the above applicant qualifies based on the NAPT retest, I must submit a NF Type 1 Waiver request with a copy of this letter attached to validate the retest.

4. I certify that the above applicant is eligible in all respects to be administered a NAPT retest.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

**FIRST ENDORSEMENT**

From: Commanding Officer, Navy Recruiting District \_\_\_\_\_

To: Nuclear Field Coordinator

1. Based on the information that you provided, I approve/disapprove administration of a NAPT retest to the above listed applicant.

\_\_\_\_\_  
(Signature)

**EXHIBIT 040103. SAMPLE NAPT SUB-CUSTODY TRANSFER LETTER**

From: Commanding Officer, Navy Recruiting District XXX (for sub-custody transfer to TCO, or) Test Control Officer, NRD XXX (for sub-custody transfer to all other NAPT Test Administrators)

To: (TCO or any other NAPT Test Administrator, as applicable)

Subj: TRANSFER OF SUB-CUSTODY OF NAPT MATERIALS

Ref: (a) COMNAVCRUITCOMINST 1130.8 series, Volume IV, Chapter 4  
(b) MILPERSMAN Article 1236-030

1. You are hereby directed to take sub-custody of the NAPT materials listed below, in accordance with reference (a) Volume IV, Chapter 4, Article 040108.
2. You are directed to become intimately familiar with the NAPT handling, storage, access, security, accountability and administration requirements of references (a) and (b).
3. This sub-custody remains effective only while you are serving in a billet designated by reference (a), Article 040108.f. The authority to administer the designated test(s) is granted via separate designation letter.
4. You are cautioned that compromise or loss of any enlisted classification test material requires an investigation and is punishable under the UCMJ.

\_\_\_\_\_  
(NAVCRUITDIST CO Signature) or (TCO Signature), date

**NAPT Exams:**

M150001  
M150002  
M150003  
N150001  
N150002  
N150003  
and no others

**NAPT Answer Keys:**

M150001  
N150001  
and no others

**EXHIBIT 040103. SAMPLE NAPT SUB-CUSTODY TRANSFER LETTER\_(continued)**

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\_\_\_\_\_  
Date

FIRST ENDORSEMENT (to be recorded on NAVPERS 1070/613)

From: (TCO or any other NAPT Test Administrator, as applicable)

To: Commanding Officer, Navy Recruiting District XXX (for sub-custody transfer to  
TCO, or) Test Control Officer, NRD XXX (for sub-custody transfer to  
all other NAPT Test Administrators)

I have read and fully understand all requirements in COMNAVCRUITCOMINST 1130.8 series Volume IV, Chapter 4 and MILPERSMAN 1236-030 for the handling, storage, access, security, accountability and administration of the NAPT. I understand that compromise or loss of any enlisted classification test material requires an investigation and is punishable under the UCMJ.

\_\_\_\_\_  
(TCO or NAPT Test Administrator Signature, date)

**EXHIBIT 040104. SAMPLE QUARTERLY NAPT PROGRAM AUDIT REPORT**

From: Commanding Officer, Navy Recruiting District Xxx  
 To: COMNAVCRUITREGXXXX

Subj: 1ST QUARTER 2012 NAPT PROGRAM AUDIT REPORT, NRD Xxx

Ref: (a) COMNAVCRUITCOMINST 1130.8 series, Volume IV, Chapter 4  
 (b) MILPERSMAN Article 1236-030  
 (c) COMNAVCRUITCOMINST 1136.2 series

IAW ref (a), an audit of NRD Xxx's NAPT program was conducted by the Operations Officer, LT J. J. Jones with the following results:

1. NAPT Materials Inventory:

**NAPT Exams:**

a. NRD Headquarters, OPS Officer's safe, 4th deck room 165:

M150001    N150001  
 M150002    N150002  
 and no others

**NAPT Answer Keys:**

M150001  
 N150001  
 and no others

b. MEPS Buckland, Senior Classifier's safe, 2nd deck NRPS room 25:

M150005    N150005  
 M150006    N150006  
 and no others

M150002  
 N150002  
 and no others

2. NAPT Test Control Logs at both test storage locations were inspected and found to be in compliance with ref (a), Article 040104.

3. The following is a list of all the NRD's NAPT administrators and their initial designation dates. All are qualified per ref (c). Each is designated in writing. The military members have a 1070/613 on file per ref (a), Article 040101:

LT J. J. Jones 3/2010    EM1 S. S. Smith 9/2009    Mr. R. R. Roberts 2/1998  
 PS1 T. T. Thomas 8/2010    PSCS F. F. Fox 5/2010    Mr. L. L. Lincoln 6/ 2006

All of the above received periodic NAPT training during the 10/21/2010 DCO.

4. All NAPT security containers meet the requirements of paragraph section 040108.a.

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(NAVCRUITDIST CO Signature)



## SECTION 2

### ACTIVE COMPONENT RESERVATION ENTRIES

**040201. GENERAL.** The following reservation categories pertain to the PRIDE Reservation System:

a. **Delayed Entry Program (DEP).** DEP reservations are made for all non-prior service applicants for whom a DEP contract is executed, regardless of when they are actually shipped. Prior military service is defined as having served for one or more days of active duty. Applicants with prior military service are not eligible to be in the DEP. For reservation purposes these applicants must have a reservation made using the Delayed Entry Reserve (DER) Program. This does not mean that all applicants with prior military service will be considered NAVETs or OSVETs. Please refer to those sections of the manual for determining eligibility for specific programs.

b. **Direct Ship (DIR).** DIR reservations will be made for non-prior service applicants who will begin active duty within 24 hours.

c. **Direct Deposit DEP (DDD).** A DDD is a reservation with a signed contract that does not count as a new contract until the applicant is converted to a DIR or DEP during the following out months, typically the first processing day of the following month.

d. **Delayed Entry (DEL).** DEL reservations may be made only in cases where no contract is executed but the applicant is fully qualified for enlistment in a specific program. An example of DEL is when applicants want to discuss enlistment options with their parents. In no case shall a DEL reservation be held in PRIDE for more than three calendar days or beyond midnight on Mission Day, whichever is shorter.

(1) Qualified No jobs (QNJ) and Qualified Not Enlisted (QNE) applicants are allowed to be telephonically classified by use of the DEL reservation option for their initial PRIDE reservation. Telephonic DEL reservation procedures are as follows:

(a) Classifier must directly contact the QNJ/QNE applicant and blueprint to ensure the applicant's status has not changed and the QNJ/QNE applicant is fully qualified for enlistment and eligible for the rating/program being offered. Upon verbal consent of applicant, the classifier will DEL the seat and inform applicant of requirement to return to MEPS within 72 hours to complete the DEP process.

(b) Classifier will make the following entry in the Remarks section of DD Form 1966: "DEL reservation conducted telephonically on (DATE) with member's consent. Member informed of requirement to return to MEPS within 72 hours to complete DEP processing."

e. **Delayed Entry Reserve (DER) Program.** Reservations for all prior service and Reserve Component members **must** be made via the DER program regardless of whether an approved DD Form 368 is obtained. An approved DD Form 368 **must** be obtained prior to shipping all reservists (all services), National Guard, or Air National

Guard members. Selected Reserve members enlisted via the DER option are required to continue drilling with their respective units until they are accessed/gained. DER reservations are converted to DIR upon shipping to RTC.

f. **Delayed Entry Full (DEF) Kit Waiver Program.** The DEF Program allows provisional DEP enlistment based on a NAVCRUITCOM (N32) determination while the full kit is in process at NAVCRUITCOM. The NAVCRUITDIST must reserve a ship date at least 45 days from the processing date and shall receive an approved NAVCRUITCOM waiver prior to shipping the member.

g. **Delayed Entry Medical (DEM) Program.** The DEM Program allows provisional DEP enlistment based on a NAVCRUITCOM (N32) determination while the medical waiver is in process at NAVCRUITCOM (00M). The NAVCRUITDIST shall reserve a ship date at least 30 days from the date of processing and must receive an approved NAVCRUITCOM waiver prior to shipping the member.

h. **Delayed Entry Nuclear (DEN) Field Program.** DEN allows provisional enlistment of applicants into DEP while awaiting disposition of Nuclear Field (NF) Type 2 waivers. Only those applicants with a high probability of approval will be permitted DEN enlistment. Members must be reserved a ship date at least 30 days from the processing date.

**040202. APPLICANT REQUIREMENTS.** Applicants shall meet the following requirements prior to initiating a classification interview or executing a reservation:

a. Applicants shall be physically present for the initial classification interview and reservation process. Subsequent reclassifications or changes in reservation may be completed telephonically only with the applicant's consent and approval of the NAVCRUITDIST EPO.

b. A complete enlistment kit must be present at the Navy Liaison Office.

c. Applicants must have a complete, valid enlistment physical examination and have been determined to be physically qualified. Applicants with an approved DEM are also permitted.

d. All required waivers (with the exception of DEM, DEF, and DEN) must be completed and documented on enlistment documents **before** a reservation is made.

e. Applicants must be determined to be completely qualified in all respects for enlistment in the rating/program being offered.

f. Applicants shall have only one reservation in PRIDE at any one time. Multiple reservations for any one applicant is prohibited.

g. The NAVCRUITDIST Recruiting Operations Officer is responsible for tracking all reservations and ensuring abuse does not occur.

## SECTION 3

### PERSONNEL SECURITY SCREENING QUESTIONNAIRE (PSSQ)

**040301. General.** The Personnel Security Screening Questionnaire (PSSQ) is used for applicants enlisting or affiliating in select sensitive Navy and Navy Reserve ratings.

a. **Procedures.** PSSQ will be administered to all applicants enlisting or affiliating in the following ratings/programs: CT, EOD, IS, IT, ITS, MA, MT, ND, SB, SECF, SO, and YNS. The PSSQ is available electronically as a PDF fillable document on the NAVCRUIT Forms web page. Completed PSSQs will be retained in the service record with a copy maintained in the residual file. Only Classifiers, MLPOs and EPDS's may administer PSSQ, with the exception of prior service applicants who are processing for affiliation, who may have the PSSQ administered by a Reserve Recruiter. Authorized administrators shall use the following procedures with PSSQ:

(1) Administer the PSSQ questionnaire to all DEP-in, Reserve and direct ship applicants who enlist or affiliate in a rating/program that requires a security clearance.

(2) DEP-out applicants should be asked whether there have been any changes of status while in DEP on any of the responses to items in PSSQ. If there have been any changes in the applicant's status, document the changes on a separate sheet of paper and attach it to the PSSQ.

(3) PSSQ interviewers must contact the appropriate rating security manager for enlistment eligibility determination for applicants who respond "YES" to any question on the PSSQ and/or document a history of psychiatric counseling, bankruptcy and/or indebtedness. Contact one of the following agencies for guidance concerning continued processing of the applicant:

(a) For CT, IS, and IT, ratings, contact NAVCRUITCOM (N3141) at (901) 874-9133.

(b) For the MA rating, contact the MA Enlisted Community Manager (BUPERS-325E), Millington, TN (901) 874-2080 for Active and Reserve Component.

**NOTE: For the MA rating only, Blocks 3, 5, 6, 7, and 18 are not applicable.**

(c) For SEAL, EOD, SWCC and Navy Diver contact NAVCRUITCOM (N323) at (901) 874-9468.

(d) For ITS, MT, SECF, and YNS program/ratings contact NAVCRUITCOM (N332) at (901) 874-9211/9253.

(4) Retain one copy of the summary form in both the applicant's service record and residual file.

**040302. PRIOR SERVICE SCREENING REQUIREMENTS.** Processing personnel shall ensure the applicant completes a PSSQ if reenlisting into the CTI, CTM, CTR, CTT, ETS, IS, IT, ITS, MA, MMS, MT, STS, and YNS ratings. Classifiers **must** contact the appropriate rating security manager for enlistment eligibility determination for applicants who answer “YES” to any question and/or document a history of psychiatric counseling, bankruptcy, and/or indebtedness.

## SECTION 4

### PRIOR SERVICE REQUIREMENTS

**040401. ENLISTMENT OF FORMER OFFICERS.** Recruiters **shall not** solicit former officers of the Armed Forces to enlist in the Navy and former officers **shall not** be approved should they volunteer; however, an individual is considered non-prior service and eligible for enlistment if their appointment was terminated by an entry level separation in their enlisted status from Officer Candidate School (OCS), ROTC, or one of the Service Academies. In some cases, these recruits may have received a RE-4. NAVCRUITCOM may waive RE-4 code restrictions in this case.

**040402. PROCESSING INFORMATION AND RECOMMENDATIONS.** Review the following information with each prior service applicant:

- a. Opening a Navy pay record may take time. Members must take enough personal funds to cover miscellaneous living expenses for approximately two weeks after arrival at the processing activity. A minimum of \$150 is recommended.
- b. Regular travel and /or advance pay will not be paid upon arrival.
- c. Uniform issuance and tailoring may take some time. Members should take appropriate civilian clothing for admittance to Navy Exchanges, open and closed messes, and service clubs.
- d. Dependents cannot accompany members to processing activities because no temporary dependent quarters are available. Additionally, members will not be reimbursed for dependent travel to processing activities. Remind the veteran that the first payday should not be expected for at least two weeks after arrival at the processing activity.
- e. Prior service members traveling via POV must conform to Naval Training Center/Naval Station regulations governing current vehicle registration, liability insurance, and valid driver's license.
- f. NAVETs should bring the following:
  - (1) Navy Occupation/Training and Awards History (NAVPERS 1070/604).
  - (2) History of Assignments (NAVPERS 1070/605).
  - (3) Any and all serviceable uniform items.
  - (4) Direct Deposit System (DDS) enrollment forms.

**040403. WAIVERS AND ENLISTMENT ELIGIBILITY DETERMINATIONS.**

NAVCRUITCOM (N32) must approve all prior service applicants for enlistment/reenlistment if they require one or both of the following:

a. RE-Code Waiver. No waiver is authorized if the veteran's RE-Code cannot be verified. Refer to RE-CODE Chart for RE-CODES requiring a waiver.

b. Enlistment eligibility (rate and paygrade) determinations. These determinations are also referred to as "ECMs". This is required for all NAVETS and OSVETS.

**c. Field Procedures:**

(1) NAVCRUITCOM (N32) staff are the only personnel authorized to contact the Enlisted Community Managers (ECMs) to determine prior service eligibility.

(2) NAVCRUITCOM (N32) will determine which documents are required to be submitted for review. Requests for RE-CODE waivers and or ECM determinations will include, at a minimum, the following documents:

(a) For RE-Code waivers, NAVCRUIT 1133/39 (Waiver Briefing Sheet) with recommendations, signature of the NAVCRUITDIST CO or Acting, and must be dated.

(b) Prior service enlistment eligibility (rate and paygrade) determinations (ECMs) only require the ECM checklist (this includes all requests for prior service applicants previously discharged with an RE-4 due to homosexual conduct under DADT). A Waiver Briefing Sheet is not required.

**Note:** All waivers and or eligibility determinations must include alternate rating choices.

(c) Last two performance evaluations including the separation evaluation.

(d) All DD Form 214 Copy 4 (original or certified true copy) and NGB Form 22 from National Guard/Air National Guard (if applicable).

(e) All other separation documents (as available).

(f) Hand-written statements (why applicant previously separated, why applicant desires to enlist, criminal/civil offenses and non-judicial punishments (NJPs), as applicable).

(g) DD Form 368 if Selected Reservist or Individual Ready Reservist.

(h) Verification of valid driver's license if required by the desired rating. The following ratings currently require **possession** of a current valid drivers license: ABF, EO, MA, and RP.

(i) A completed PSI/SF-86.

(j) Statement of what applicant has been doing since discharge for broken service, High Year Tenure (HYT), and RE-Code eligibility.

(k) DD Form 2808.

(l) USMEPCOM 680-ADP with current test scores (within last two years). Additionally, proof of physical qualification is required.

(m) Prior service applicants that require a medical waiver and a prior service determination must have the medical waiver approved prior to submitting the Prior Service Determination to NAVCRUITCOM (N32).

(n) All NAVCRUITDIST level waivers and determinations must be completed and documented prior to submission to NAVCRUITCOM. All NAVCRUITDIST waiver documentation must be included in the NAVCRUITCOM level waiver package.

(o) A completed Enlistee Financial Statement must be provided if the applicant has dependents.

d. Basic enlistment eligibility and Program requirements apply to the applicant's entire life. If a NAVET is returning to the same rate/program as their original enlistment all waivers previously granted remain valid. If the NAVET is changing rates all circumstances requiring a waiver, including those that required a waiver for previous enlistments, must be reconsidered to establish new rate/program eligibility. The level of waiver authority is based on the applicant's cumulative record should additional waivers be required.

e. **Non-Mandatory Drilling Reservists.** Navy Operational Support Centers use a NAVPERS 1070/613 entry to record RE-Codes for certain non-mandatory drilling reservists upon discharge from their Reserve Unit. Reservists in a non-mandatory drilling status that are assigned a RE-4 Reenlistment Code for failure to participate in drills are eligible for reenlistment in the Regular Navy with prior approval from NAVCRUITCOM (N32) and the appropriate ECM. Waivers will only be considered for non-mandatory drilling Reservists assigned the RE-4 via a NAVPERS 1070/613 for unsatisfactory drill participation. RE-4 Codes documented on a DD Form 214 **shall not** be considered.

**040404. ADDITIONAL PRIOR SERVICE ELIGIBILITY REQUIREMENTS.** In addition to basic enlistment eligibility requirements, prior service applicants must meet the following prerequisites:

a. **Alcohol and Drug Dependency.** Level II or Level III treatment by a residential or outpatient rehabilitation treatment facility while on active duty **can be** an indicator of dependency.

b. **Separation Documentation.** The original or certified copy of the applicant's DD Form 214 Copy 4 must be used to verify prior service for individuals released from active duty and active duty for training. Follow the below procedures if the DD Form 214, Copy 4 original or certified copy is not available or alteration exists.

(1) Advise NAVETs who are Selected Reservists, and those who were discharged as USN or USNR within the past six months, that a certificate or duplicate of their last separation document may be requested from NAVPERSCOM (PERS-312)

(2) For all other veterans, a certified copy of DD Form 214 can be obtained from the National Personnel Records Center (NPRC), St Louis, MO. The following website is provided for applying on the internet: <http://www.archives.gov/st-louis/military-personnel/>. If the NPRC indicates that the DD Form 214 has not been issued or is not on file, an acceptable alternative is a *Statement of Service* (NA Form 13041), *Active Duty Report* (DD Form 220), or Administrative Remarks page from the detaching activity delineating information pertinent to reenlistment (prior paygrade, total active duty service, date of discharge or release from active duty, character of service, etc.).

(3) Verify prior service through the Reenlistment Eligibility Data Display (REDD) Web Application.

(a) Designated personnel at each NAVCRUITDIST may log onto REDD and verify prior service status.

(b) Contact NAVCRUITCOM (N32) or (N35) if designated NAVCRUITDIST personnel are unavailable.

(c) Print the screen and use this document for enlistment purposes if prior service information is found.

(d) Do not interpret a lack of prior service information in the database as proof the applicant was not recommended for reenlistment. The individual Services submit DD Form 214 or DD Form 215 information to the DMDC System on a monthly basis. Information may not be available for approximately 45 days after the applicant's date of separation.

(e) When no REDD information is available for recently separated applicants, the NAVCRUITDIST CO may utilize the Electronic Military Personnel Record System (EMPRS) (NAVETs only) or send a naval message to the veteran's separating command requesting RE-Code information to preclude delays that **may** cause exceeding the continuous service period.

(f) Compromises of REDD access codes and/or eligibility information must be immediately reported to the Manager, Recruit System, Defense Manpower Data Center (DMDC), Monterey, CA, by telephone (800) 538-5916 or (900) 683-4825 (California only) within 24 hours of occurrence. Information on the compromise must include



corrective action initiated by the affected command. The NAVCRUITDIST must also notify the Navy Liaison Officer, DMDC by telephone (408) 375-4131 and NAVCRUITCOM (N32) within 24 hours. The NAVCRUITDIST must submit a letter explaining the conditions surrounding the compromise and corrective actions initiated to NAVCRUITCOM (N35) within two working days of the occurrence.

(g) NAVCRUITCOM will provide a letter to the Defense Manpower Data Center, 2100 Garden Road, Suite J, Monterey, CA, 93940, Attention: Manager, Recruit System, with information copy to OASD/MM&PP (Accession and Retention), Pentagon, Washington, DC 20350 Attention: Director, DoD Accession Policy, within five working days of occurrence.

c. **Service Reenlistment Codes.** Refer to the below chart.

<b>REENLISTMENT CODE (RE-CODE) CHART</b>	
<b>INELIGIBLE TO REENLIST WAIVERS NOT AUTHORIZED AND WILL NOT BE CONSIDERED</b>	
NAVY & USCG	RE-2, RE-3A, RE-3C, RE-4 (Note 1)
AIR FORCE	RE-2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H, 2I, 2J, 2K, 2L, 2M, 2N, 2P, 2Q, 2R, 2S, 2T, 2U, 2V, 2W, 2X, 3S, 3V, RE-4 (Note 1)
ARMY	RE-3C, RE-4 (Note 1), RE-4A, RE-4R
MARINE CORPS	RE-2, RE-2B, RE-2C, RE-3A, RE-3S, RE-4 (Note 1), RE-4B
<b>ELIGIBLE TO REENLIST</b>	
NAVY & USCG	RE-1, RE-R1, RE-1E, RE-1J, RE-5, RE-7
AIR FORCE	RE-1, 1J, 1M, 1P, 1Q, 1T, 3A, 3B, 3C, 3D, 3E, 3I, 3K, 6B, RE-12, 13, 14
ARMY	RE-1, RE-1A, RE-1B, RE-1C, RE-1J, RE-2, RE-2A, RE-2B, RE-2C, RE-3A
MARINE CORPS	RE-1, RE-1A, RE-1B, RE-1C, RE-1J, RE-2A
<b>INELIGIBLE TO REENLIST WITHOUT A NAVCRUITCOM WAIVER</b>	
NAVY & USCG	RE-2*, RE-3, RE-3B, RE-3E, RE-3F, RE-3G, RE-3H, RE-3J, RE-3K, RE-3M, RE-3P, RE-3Q, RE-3R, RE-3S, RE-3U, RE-3X, RE-3Y, RE-3Z, RE-6, RE-8
AIR FORCE	RE-1A, 4A, 4B, 4C, 4D, 4E, 4F, 4G, 4H, 4I, 4J, 4K, 4L, 4M, 4N
ARMY	RE-3, RE-3B
MARINE CORPS	RE-3B, RE-3C, RE-3D, RE-3E, RE-3F, RE-3G, RE-3H, RE-3J, RE-3M, RE-3N, RE-3O, RE-3P, RE-3R, RE-3S, RE-3U, RE-3W

\*Only for personnel released for commissioning and subsequently fail to commission.

DD Form 214, Blocks 24, 26, and 27 will provide characterization of service, separation code (SPD), and re-entry code. An individual who received an Other Than Honorable, Bad Conduct, or Dishonorable Discharge is **not eligible** for reenlistment.

BUPERSINST 1900.8 provides the narrative description for each separation and reenlistment code used by the Navy.

**Note 1:** Prior service applicants issued a Reenlistment code of RE-4 (or equivalent) upon separation, solely for homosexual conduct may be eligible for re-enlistment/enlistment. (Note: Member's record must be reviewed to assure the sole supported reason for processing was Homosexual Act, Conduct, or Marriage). The following applies:

**(1) Eligibility Requirements.**

(a) Applicant's prior service DD 214 (most recent) must reflect a narrative reason of Homosexual Act, Homosexual Conduct, or Homosexual Marriage in block 28.

(b) One of the following Separation Codes (SPD) must be in block 26: GRA, GRB, GRC, HRA, HRB, or HRC.

(c) Character of Service must be Honorable (no other misconduct was a basis for their discharge).

**(2) Processing Procedures.**

(a) Prior service applicants that meet the eligibility criteria listed in item one above may be accepted for further processing. All prior service applications accepted for enlistment/reenlistment with an RE-4 (or equivalent) due to homosexual conduct will be processed in accordance with paragraph 040403 as an enlistment eligibility (rate and paygrade) determination (not an RE-Code waiver).

(b) Recruiters will ensure that applicants also meet all Basic Enlistment Eligibility Requirements (BEERS) listed in this Volume, and Volume II, as applicable.

(c) Schedule applicants for processing at MEPS. Upon meeting all qualifications, Navy Liaison Office will initiate enlistment eligibility (rate and paygrade) determination to NAVCRUITCOM (N32). .

(d) NAVCRUITCOM (N32) will ensure that all documentation is reviewed in depth. All documentation required in paragraph 040403 must be included, no exceptions. If any documentation is not available, recruiting personnel may assist the applicant in obtaining it if possible. If documentation cannot be provided, the application will not be processed.

(e) NAVCRUITCOM (N32) will be the final approval authority for all eligibility (rate and paygrade) determinations submitted for applicants with RE-4 codes (or equivalent) due to homosexual conduct. NAVCRUITDIST's will receive written notification of final approval or disapproval for each applicant.

(f) It must be emphasized that due to the needs of the Navy and manning constraints, not all applicants will be accepted even though they meet the above criteria. For any questions regarding this policy, recruiting personnel should contact NRC (N35) at (901) 874-9465.

(g) Classifiers will not document an RE-4 code into any IT system or on any documents. Should it be necessary to document or enter an RE Code on documents or an IT system, Classifiers will enter RE-R1 for prior service applicants previously discharged for homosexual conduct that receive NRC (N32) approval to enlist/reenlist.

d. **ASVAB and AFQT.** NAVETs accessing directly into their previous rating are not required to retake the ASVAB. NAVETs reenlisting via PRISE III shall be classified into eligible ratings based on current (less than two years old) ASVAB line scores. OSVETs must retake the ASVAB and be classified in eligible ratings based on ASVAB line scores. There is no minimum AFQT requirement for NAVET/OSVET applicants.

e. **Medical.** MEPS will accept a separation physical DD Form 2808 if it is one year or less old. Compute the one year from the date of the separation physical to the date of DER. MEPS will require the applicant to complete a new DD Form 2807-1.

#### **040405. RESERVISTS ENLISTING ON ACTIVE DUTY**

a. **Clearance and Discharge.** DoD policy requires that a member be discharged from a Reserve Component before enlisting in another Armed Service. Recruiters must first obtain clearance from the specific Reserve Component allowing the member to process for enlistment in the gaining service. DD Form 368 is the proper document for this transaction and must be obtained **prior** to scheduling the applicant for MEPS processing. DD Form 368 is to be used to enlist any applicant in the below Reserve categories (including National Guard and Air National Guard). Refer to Volume III for DD Form 368 specifics.

(1) Reservists serving part of an initial eight-year MSO in the Selected Reserve (drill pay status), Individual Ready Reserve (IRR) (non-pay drilling status or non-pay, non-drilling status), or Standby Reserve-Active (S1 status) (non-pay, prohibited from drilling status).

(2) Reservists who have completed their statutory eight-year MSO and are currently members of the Selected Reserve, IRR, or S1 status.

(3) Recruiting personnel must counsel Selected Reservists that they are required to maintain satisfactory participation in the unit until discharged. An approved DD Form 368 does not relieve members from their drill responsibilities. DD Form 368 is approval for release contingent upon shipping to Recruit Training Command. This provision applies to those who have an active Reserve obligation under their initial enlistment. Members who affiliated of their own free will and have met all active obligations from initial enlistment are relieved of the obligation once the release is obtained.

(4) All prior service applicants including those actively drilling or with a remaining MSO in the IRR must be enlisted via the DER Program. Applicants who have not received proper clearance must not be reenlisted. No waivers will be granted however, program reservations can be made through the DER Program. Waivers for time-in-rate may be requested from NAVCRUITCOM (N32).

**040406. ENLISTED SERVICE RECORD.** Mark the Enlisted Service Record (NAVPERS 1070/600) by stamping or distinctively writing “NAVET” or “OSVET” on the front cover. Prior service personnel should be encouraged to obtain documentation of their educational achievements for inclusion in their service record as educational achievement information is used for a variety of career reasons.

**040407. TRAVEL INFORMATION CARD (NAVPERS 7041/1).** The reenlistment coordinator or other designated NAVCRUITDIST support personnel must ensure that all prior service personnel complete NAVPERS 7041/1 **prior** to departing the MEPS. Specific instructions for completion and disposition of NAVPERS 7041/1 are in NAVPERS 15892.

## CHAPTER 5

### RESERVE COMPONENT CLASSIFICATION

#### SECTION 1

##### NAVY RESERVE CATEGORIES

**050101. READY RESERVE.** The Ready Reserve is comprised of military members of the Reserve organized in units or as individuals and liable for involuntary order to active duty in time of war or national emergency under Title 10 USC 12301, 12302, and 12304. The Ready Reserve consists of the Selected Reserve (SELRES) and the Individual Ready Reserve (IRR).

a. **SELRES.** Consists of units and individuals in the Ready Reserve, designated by the CNO and approved by the Chairman, Joint Chiefs of Staff, as so essential to initial wartime missions they have priority over all other Reservists. All SELRES are in an active status. SELRES are required to participate in Inactive Duty Training (IDT) and Annual Training (AT).

(1) **SELRES Units.** Units manned and equipped to serve and/or train either as Operational or Augmentation units. Operational units train and serve together. Augmentation units train together but, when mobilized, lose their unit identity and become part of the Active Component (AC) command or activity. Commissioned units are Operational units with their own organic or pre-staged equipment such as aircraft squadrons, ships, fleet hospitals, construction force, and cargo handling battalions. These commissioned units are tasked to deliver a complete, operational entity to the fleet.

(2) **Individual Mobilization Augmentees (IMAs).** IMAs are individual members of the SELRES who are trained and pre-assigned to a Reserve Component (RC) billet, in an AC or non-DoD organization (such as the Federal Emergency Management Agency (FEMA)) which must also be filled on or shortly after mobilization.

b. **Individual Ready Reserve (IRR).** The IRR is a manpower pool comprised principally of former AC or SELRES members who are under a Military Service Obligation (MSO) or other contractual commitment. Per public law, these individuals are subject to recall for Full (Title 10 USC 12301) or Partial (Title 10 USC 12302) mobilization on the same basis as SELRES, or those who qualify and volunteer may be called as part of a Presidential Reserve Call-up (PRC) authority (Title 10 USC 12304). IRR members may voluntarily participate in training, with or without pay, for retirement points and promotion. Involuntary training for IRR members may not exceed 30 days per year.

**050102. STANDBY RESERVE.** The Standby Reserve consists of personnel who maintain their military affiliation but are not in the Ready Reserve. These individuals are

not required to perform training and are not part of units. The Standby Reserve serves as a pool of trained individuals mobilized when needed to fill manpower requirements in specific skills.

**050103. RESERVE NON-PRIOR SERVICE DEFINED.** Applicants that either have no military experience **or** have been discharged from any branch of service and have not completed the below listed requirements are considered Non-Prior Service (NPS) applicants and are required to complete Navy Recruit Training.

- a. Recruit Basic Military Training; or
- b. Completed 84 calendar days of Inactive Duty Training (IDT) (including the Navy Reserve Accession Course (NRAC) for NPS applicants accessed prior to the termination of NRAC).
- c. Other Service Recruit Basic Military Training fulfills the Navy Recruit Training and/or previous NRAC requirement for Other Service Veterans (OSVETs) accessed into the Navy Reserve.

**050104. ATTRITES.** Attrition is an end-strength loss for the Navy Reserve and shall be recorded by NAVCRUITDISTs on the fifth working day of each month. “A1” through “A5” CIRIMS gain code losses are defined as a member claimed for attainment credit that fails to drill within two months following the attainment credit month. The NAVCRUITDIST may request a NAVCRUITREG extension of this requirement not to exceed a total of 60 calendar days from the date of the member’s accession.

- a. NAVCRUITCOM will generate a 60-Day “Attained Not Drilled” report of the fifth working day of each month. NAVCRUITCOM will attrite all applicants over 90 days on the 15<sup>th</sup> of the month. NAVCRUITREGs may request a NAVCRUITCOM exception to policy, however the extension shall not exceed the current month.
- b. NAVCRUITREGs will contact NAVCRUITCOM (N32) for previously attrited applicants who subsequently drill during the attrition month to have the attrite removed. Attrites will remain in effect if the applicant in question fails to drill prior to the last day of the attrition month.

**050105. CROSS-COUNTRY GAINS.** Cross-country gains do not count as end-strength losses for the Navy Reserve and focus on applicants who relocate from one recruiter’s territory to another. The applicant must have completed at least eight “regularly” scheduled drills (as assigned by the Navy Operational Support Center (NOSC)) in order for the initial recruiter to retain the applicant as a gain. Approval authority level and/or the accession program are unaffected when applicants relocate from one NAVCRUITDIST to another. Attainment dates will never change. Cross-country gains spanning fiscal years will retain the initial attainment date. The concerned NAVCRUITDIST Chief Recruiter(s) (CR) shall contact NAVCRUITCOM (N32) for permission to reassign the gain. If the respective CRs disagree the matter shall be

referred to the concerned NAVCRUITREG CR(s) for determination. In the event the NAVCRUITREG CR(s) disagree, the matter will be forwarded to NAVCRUITCOM National CR and National Enlisted Programs Officer (EPO) for resolution.

**Note:** Under no circumstances shall a Full Gain become a “Touch and Go” after CIRIMS closes on Mission Night. The Full Gain will be accredited to the Reassigned recruiter. If the accession is a “Touch and Go” only the “Go” portion gain and points will be reassigned.

**050106. “TOUCH AND GO” RECRUITING.** “Touch and Go” recruiting allows a recruiter (“Touch”) to process an applicant who will not be assigned or drill in the local area to receive points and a Half Gain. The “Touch” recruiter will not receive points or Half Gain until the applicant is accepted and gained in CIRIMS by the recruiter (“Go”) in the assignment or drill locale. The “Go” recruiter will also receive points and a Half Gain upon completion of the transaction. The “Touch” recruiter shall complete all paperwork and obtain all required documents to complete the gain transaction. The “Touch” recruiter must immediately inform the “Go” recruiter if the accession package is incomplete (documents and waivers are not available until the applicant has been received by the “Go” recruiter). Communication between the recruiters is crucial to smooth transfer and proper handling of the applicant.

**Note:** Under no circumstances shall a Full Gain be converted into a “Touch and Go” after CIRIMS closes on Mission Night.

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## SECTION 2

### ERRONEOUS OR FRAUDULENT ACCESSIONS

**050201. DESCRIPTION.** Erroneous or fraudulent accession waivers will be required when an applicant has been accessed without meeting all applicable accession criteria contained in this instruction. The NAVCRUITDIST will investigate violations of recruiting standards, practices, and/or procedures to determine culpability under the UCMJ. Naval Military Personnel Manual (MILPERSMAN) and NAVCRUITCOM instructions provide guidance on what constitutes an erroneous or fraudulent accession and what constitutes an acceptable accession. All erroneous and fraudulent accessions will be submitted within 30 days of discovery to NAVCRUITCOM (N32) with a copy to NAVCRUITCOM (00IG), via chain of command, for review and retention. Cases that would have required NAVCRUITDIST, NAVCRUITREG, or NAVCRUITCOM waiver approval will be forwarded, with recommendation, by NAVCRUITCOM (N32) via chain of command to Navy Personnel Command (NAVPERSCOM) (PERS-91) for adjudication.

a. When an investigation reveals an erroneous or fraudulent accession, the recruiter will submit a letter, via chain of command, explaining the circumstances of the accession error/fraud. Exhibits 050201, 050202, and 050203 will be used as guidance.

**EXHIBIT 050201. SAMPLE ERRONEOUS/FRAUDULENT ACCESSION RECRUITER LETTER**

Date

From: LPO/LCPO, Navy Recruiting Station, City/State

To: Commander, Navy Recruiting Command (N3)

Via: (1) Divisional LCPO, Div. #, Navy Recruiting District \_\_\_\_\_, City/State

(2) Chief Recruiter, Navy Recruiting District \_\_\_\_\_, City/State

(3) Commanding Officer, Navy Recruiting District \_\_\_\_\_, City/State

(4) Commander, Navy Recruiting Region \_\_\_\_\_, City/State

Subj: ERRONEOUS (FRAUDULENT) ACCESSION ICO RATE/FIRST NAME, MIDDLE INITIAL, LAST NAME, USN, SOCIAL SECURITY NUMBER

Ref: (a) COMNAVCRUITCOMINST 1130.8

(b) List other applicable references (i.e., COMNAVRESFOR or other instruction).  
Specific format is provided in SECNAVINST 5216.5.

Encl: (1) Residual file ICO RATE/FIRST NAME, MIDDLE INITIAL, LAST NAME, USN, SOCIAL SECURITY NUMBER

1. Per reference (a), enclosure (1) is forwarded.

2. On date, Rate/First Name, Middle Initial, Last Name was accessed under the provisions of the (specific program). Per references (a) and (b), (provide a short synopsis of the reason(s) for the erroneous or fraudulent accession and how the error or fraud was discovered detected).

3. I have been appropriately counseled about this mistake. I regret any inconvenience and request that Rate/First Name, Middle Initial, Last Name be authorized to continue Inactive Duty for Training in the Navy Reserve.

Signature

Copy to:  
NAVCRUTCOM (00IG)

**EXHIBIT 050202. SAMPLE ERRONEOUS/FRAUDULENT ACCESSION  
ENDORSEMENT FROM DIVISIONAL LEADING CHIEF PETTY  
OFFICER**

FIRST ENDORSEMENT on LPO/LCPO Rate/Name ltr of (date)

Date

From: Divisional LCPO, Div. #, Navy Recruiting District \_\_\_\_\_, City/State

To: Commander, Navy Recruiting Command (N3)

Via: (1) Chief Recruiter, Navy Recruiting District \_\_\_\_\_, City/State

(2) Commanding Officer, Navy Recruiting District \_\_\_\_\_, City/State

(3) Commander, Navy Recruiting Region \_\_\_\_\_, City/State

Subj: ERRONEOUS (FRAUDULENT) ACCESSION ICO RATE/FIRST NAME, MIDDLE  
INITIAL, LAST NAME, USN, SOCIAL SECURITY NUMBER

1. Per reference (a), enclosure (1) is forwarding recommending approval.
2. Provide the Divisional Leading Chief Petty Officer's comments and recommendations.

Signature

Copy to:  
NAVCRUITCOM (00IG)

**EXHIBIT 050203. SAMPLE ERRONEOUS/FRAUDULENT ACCESSION  
ENDORSEMENT FROM NAVCRUITDIST (MUST BE ON  
LETTERHEAD)**

1130  
Ser N31/  
Date

SECOND ENDORSEMENT on LPO/LCPO Rate/Name ltr of (date)

From: Chief recruiter, Navy Recruiting District \_\_\_\_\_, City/State  
To: Commander, Navy Recruiting Command (N3)  
Via: (1) Commanding Officer, Navy Recruiting District \_\_\_\_\_, City/State  
(2) Commander, Navy Recruiting Region \_\_\_\_\_, City/State

Subj: ERRONEOUS (FRAUDULENT) ACCESSION ICO RATE/FIRST NAME, MIDDLE  
INITIAL, LAST NAME, USN, SOCIAL SECURITY NUMBER

1. Per reference (a), enclosure (1) is forwarded recommending approval.
2. Provide Chief recruiter's comments and suggestions.

Signature

-----  
THIRD ENDORSEMENT on LPO/LCPO Rate/Name ltr of (date)

From: Commanding Officer, Navy Recruiting District \_\_\_\_\_, City/State  
To: Commander, Navy Recruiting Command (N3)  
Via: (1) Commander, Navy Recruiting Region \_\_\_\_\_, City/State

Subj: ERRONEOUS (FRAUDULENT) ACCESSION ICO RATE/FIRST NAME, MIDDLE  
INITIAL, LAST NAME, USN, SOCIAL SECURITY NUMBER

1. Per reference (a), enclosure (1) is forwarded recommending approval.
2. (Description of actions taken to prevent a recurrence).

Signature

Copy to:  
NAVCRUTCOM (00IG)

## SECTION 3

### SELECTED RESERVE AFFILIATION

**050301. DESCRIPTION.** Selected Reserve (SELRES) affiliation relates to a member of the Ready Reserve, with a remaining incurred obligation, accessing into a pay drill billet with an established drilling unit or Individual Mobilization Augmentee (IMA) billet of the Navy Reserve. Ideally, SELRES are assigned to programs and units of the Navy Reserve consistent with their background, experience, and training. Per DoDD 1200.7, it is DoD policy that members of the Ready Reserve meet the provisions of Title 10 USC 10149 and provide a Ready Reserve force composed of members who:

- a. Meet military service wartime standards of mental, moral, professional, and physical fitness.
- b. Possess the military qualifications required for their rank/rating/specialty.
- c. Are available immediately for Active Duty (AD) during a mobilization or as otherwise required by law.

**Note:** OPNAVINST 1001.21 stipulates that the mission of the Reserve Component is to “provide trained units and qualified persons available for active duty in the armed forces, in time of war or national emergency and at such times as the national security may require.” To that end, the Selected Reserve must “be prepared to respond to the entire spectrum of requirements, including war or national emergency, contingency operations, Military Operations Other Than War (MOOTW), Peacetime Contributory Support (PCS), humanitarian operations, full or partial mobilization (including pre and/or post mobilization) and at such other times as the national security may require.”

**050302. GENERAL ELIGIBILITY GUIDELINES.** All applicants for SELRES drill pay billet affiliation must be under a current contractual obligation, must continue to meet basic enlistment eligibility requirements set forth in Volume II, and must meet the specific requirements for the program under which they are affiliating. **Applicants having been in a drill pay status within the last 90 days are ineligible.** Per BUPERSINST 1001.39, recruiting personnel must verify an individual’s reenlistment eligibility as part of the affiliation process.

- a. Personnel discharged from the SELRES of any Service with a characterization of “Not Recommended for Reenlistment” require NAVCRUITCOM (00) via NAVPERSCOM (PERS-913) approval prior to reenlistment or reaffiliation.
- b. Personnel transferred from the SELRES due to unsatisfactory participation and not recommended for reaffiliation require prior approval to reaffiliate from NAVCRUITCOM (N32) via NAVPERSCOM (PERS-913).

c. **Reaffiliation of Unsatisfactory Participants.** Members terminated or separated from the SELRES with a characterization of “Not Recommended for Reaffiliation” require written endorsement from the Navy Operational Service Center (NOSC) to which the member will be assigned using the format in Exhibit 050302. The NOSC CO must conduct a personal interview to determine the member’s motivation, intentions, and their Navy Reserve asset potential. Final approval authority is NAVCRUITCOM (N32) via NAVPERSCOM (PERS 913).

d. Enlisted personnel released from active duty (**not** Initial Active Duty for Training (IADT)) in paygrades E1 and E2 are not eligible for affiliation in a drilling status without prior approval of NAVCRUITCOM (N3).

e. Individuals who received a disqualifying reenlistment code from any Service component require NAVCRUITCOM (N32) approval prior to affiliation. This criterion also applies to personnel who are or have been members of other Active or Reserve Components since the disqualifying reenlistment code was assigned.

f. Personnel who exceed High Year Tenure (HYT) criteria are ineligible for affiliation with the SELRES per MILPERSMAN ART. 1160-130. Personnel who do not exceed HYT criteria, but are retirement eligible, may only be affiliated with NAVCRUITCOM (N3) approval via the chain of command. Refer to Exhibit 050301. Waivers will only be considered for retirement eligible members who are in a critical rating or possess a critical Navy Enlisted Classification (NEC) Code. Personnel who will reach their HYT date within 18 months of affiliation may only be affiliated with NAVPERSCOM (PERS-913) approval via NAVCRUITCOM (N32).

#### EXHIBIT 050301. HYT BY PAYGRADE FOR NAVY RESERVE

PAYGRADE	YEARS OF SERVICE
E9	30
E8	26
E7	24
E6	22
E5	20
E4	12
E3	10
E2/E1	6 (NOT ELIGIBLE FOR A WAIVER)

g. **Reserve Transition Benefits (RTB).** Personnel in receipt of, or having previously received, RTB are **not eligible** for affiliation. Refer to BUPERSINST 1001.39.

h. Prior Service (PS) applicants may enlist with ASVAB scores attained from their previous enlistment, regardless of their AFQT score, provided they enlist in the same rating last held or they meet line score eligibility for the new rating in which they are

enlisting. PS applicants not line score eligible shall be re-administered the ASVAB and processed with the new line scores regardless of the AFQT obtained.

**050303. AFFILIATION WITH THE SELECTED RESERVE.** While serving in the Navy Reserve, members will maintain the standards of performance outlined in BUPERSINST 1001.39 to ensure their personal readiness for mobilization. All members must sign NAVRES 1570/2 (Satisfactory Participation Requirements/Record of Unexcused Absence) upon assignment to the SELRES.

a. **Orders.** Navy Reservists must be issued individual orders assigning them to perform Inactive Duty for Training (IDT). NOSC Commanding Officers are authorized to issue pay or non-pay IDT orders using CNAVRES 1326/4 (Enlisted Application and Orders to a Navy Reserve Unit (Non-Obligor)). IDT orders for qualified personnel performing hazardous or special duty will specify that performance of such duty involving their particular specialty is authorized. MILPERSMAN ARTICLE 7220 AND Department of Defense Financial Management Regulation, Volume 7A, Ch 8.

b. **Service Records.** For NAVETS, once affiliated with a NOSC the member will establish an Electronic Service Record (ESR) account through NSIPS and print all required service record pages.

c. **Billet Assignment.** NAVETS will be assigned per unit manning priorities to mobilization billets which match their rating, paygrade, and if applicable, specialized skills such as NEC Codes. Hospital Corpsman with NECs HM-8404 and HM-8701, who reside within a reasonable commuting distance of a Navy Reserve unit in support of the U.S. Marine Corps, will be assigned to that unit if a local billet exists per COMNAVRESFORINST 1001.5, Chapter 2.

d. **TRICARE Reserve Select.** Navy Reservists, regardless of current status and those in the process of deactivation, having served on named contingency orders (i.e., Southern Watch, Noble Eagle, Enduring Freedom, etc.) are eligible for TRICARE Standard coverage provided they remain in/return to SELRES status during the period of coverage eligibility. Eligibility is extended to members activated on or after 11 September 2001 who continue to serve on contingency orders and those previously deactivated from such orders. Recruiters may encounter deactivated/deactivating Navy Reservists seeking reaffiliation to utilize this entitlement. TRICARE Reserve Select eligible Reservists must continue to meet basic eligibility and program requirements as provided in Volume II and Volume IV in order to affiliate with a drilling Navy Reserve unit. Additionally, these Reservists are subject to any community constraints established by current accession/affiliation goal directive(s). In cases where TRICARE Reserve Select eligible Navy Reservists are unable to affiliate with a drilling Navy Reserve unit, recruiters shall offer to make referral to, or advise that SELRES opportunities may exist with, other Service's Reserve Components. This step is considered an adjunct to the "Blue to Green" transition program. Additional TRICARE Reserve Select information/assistance may be obtained from the local NOSC and the Defense Manpower data Center (DMDC) website at [www.dmdc.osd.mil](http://www.dmdc.osd.mil). The DMDC

website will provide self-service links where Reservists can obtain program information, declare their intent to enroll, and obtain the required commitment form to initiate the entitlement. Individual eligibility/entitlement issues that cannot be resolved via the DMDC website are to be referred to the appropriate local NOSC personnel.

**050304. PREVIOUS UNSATISFACTORY PARTICIPATION**

a. **Other Service Veterans (OSVETs).** OSVETs removed from drill status due to unsatisfactory participation require NAVCRUITCOM (N3) accession authorization.

b. **Navy Veterans (NAVETs)**

(1) **Personnel Still Under Navy Reserve Contract.** NAVET personnel transferred from the SELRES to the IRR due to unsatisfactory participation and are still under contract require the NOSC CO's endorsement. This endorsement **must** be from the activity CO shown on the NAVRES 1326/2 or the NAVRES 1326/4, as appropriate, to which the applicant will be affiliating. Forward the affiliation kit with the NOSC CO's endorsement letter using the format in Exhibit 050302 to NAVCRUITCOM (N32). NAVCRUITCOM (N32) will forward the package to NAVPERSCOM (PERS-913) for approval and reserve system update.



**EXHIBIT 050302. SAMPLE UNSATISFACTORY PARTICIPATION REAFFILIATION  
WAIVER**

(Date)

From: Recruiter

To: Commanding Officer, Navy Recruiting District \_\_\_\_\_

Via: NOSC (Where applicant will perform IDT)

Subj: REAFFILIATION WAIVER

Ref: (a) COMNAVRESFORINST 1001.5

Encl: (1) Copy of NAVRES Form 1326/2 or 1326/4 as appropriate  
(2) Copy of DD Form 214

1. Enclosures (1) and (2) are forwarded. Authority to reaffiliate the below named individual is requested:

- a. Name:
- b. Social Security Number:
- c. Rate/rank:
- d. Primary Navy Enlisted Classification Code:
- e. Date last terminated from inactive duty training status:

Recruiter's Signature

-----  
(Date)

**FIRST ENDORSEMENT**

From: Commanding Officer, Navy Operational Support Center \_\_\_\_\_

To: Commanding Officer, Navy Recruiting District \_\_\_\_\_

1. Requested waiver is recommended for Approval/Disapproval.

NOSC CO's Signature

(2) **Personnel Off Navy Reserve Contract.** Personnel who have received a RE-4 for unsatisfactory drill participation require NAVPERSCOM (PERS-913) approval via NAVCRUITCOM (N32). Personnel who are not recommended for reaffiliation on their last NAVRES 1326/2 transferring them to the IRR, and are then subsequently discharged by NAVPERSCOM and not recommended, require NAVPERSCOM (PERS-913) approval via NAVCRUITCOM (N32).

(3) **Previous Waivers.** Applicants who received a RE-Code waiver, then during a subsequent Navy Reserve affiliation are transferred to the IRR in an UNSAT status or are not recommended for reaffiliation, require a new NAVCRUITCOM (N32) waiver for the RE-Code **prior** to reaffiliation.

**050305. RESERVE RECOMMENDATIONS.** Documentation of reserve recommendations shall be as follows:

a. Personnel released from active duty that are still under contract but who have had **no** reserve participation must sign a NAVPERS 1070/613 Accession in Lieu of Recommendation (electronic version on the NAVCRUITCOM Forms web page).

b. NAVET personnel released from active duty that are still under contract and who have had reserve participation must have one of the following:

(1) NAVRES 1326/2

(2) NAVPERS 1070/613 Accession in Lieu of Recommendation (Exhibit 050304) **and** an adjudicated NAVPERSCOM records request

c. OSVET personnel released from active duty, whether still under contract or discharged, and have had reserve participation require one of the following:

(1) Reserve recommendation document

(2) NAVPERS 1070/613 Accession in Lieu of Recommendation (electronic version on NAVCRUITCOM Forms web page), handwritten statement by the applicant providing a detailed explanation of the circumstances that led to members transfer to the IRR for unsatisfactory participation, and a personal statement from the NOSC CO providing a waiver recommendation based on the CO's personal interview with the applicant.

d. NAVET personnel released from active duty with a subsequent reserve discharge on or after 1 January 1998 require one of the following:

(1) NAVPERS 1070/615

(2) NAVPERS 1070/613 Accession in Lieu of Recommendation (electronic version on NAVCRUITCOM Forms web page) **and** an adjudicated NAVPERSCOM records request

e. NAVET personnel released from active duty with a subsequent reserve discharge before 31 December 1997 require one of the following:

(1) Reserve recommendation document

(2) NAVPERS 1070/613 Accession in Lieu of Recommendation (electronic version on NAVCRUITCOM Forms web page), handwritten statement by the applicant providing a detailed explanation of the circumstances that led to members transfer to the IRR for unsatisfactory participation, and a personal statement from the NOSC CO providing a waiver recommendation based on the CO's personal interview with the applicant.

**050306. KEY EMPLOYEES.** A "Key Employee" is defined as someone who cannot be recalled to active duty because their employment is considered more critical than the needs of the Navy Reserve. These members have been transferred from the Ready Reserve (USNR-R) to Standby Reserve-Active (USNR-S1).

a. **Key Federal Employees.** Reservists employed by the Federal government whose functions are essential to the continuity of the Federal government may be considered key employees if they occupy positions that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of their agency to function effectively. **Examples:** Members of Congress, certain Federal law enforcement officials, and civilian appointees such as Cabinet officials and military department leaders.

b. **Key Non-Federal Employees.** Reservists who work in the fields of public health and safety as well as defense support industries may be considered key employees if they possess unique skills which cannot be filled in a reasonable time after mobilization.

**Examples:** A physician who is the only health care provider for a remote community that is not served by other health care agencies, or a lead engineer who provides essential technical expertise relating to the development or maintenance of certain national security assets.

c. **Affiliation.** Reservists designated as Key Employees (Federal or Non-Federal) by NAVPERSOM (PERS-91) are **ineligible** for affiliation.

**050307. HIGH YEAR TENURE (HYT) FOR RESERVIST.** Per MILPERSMAN ART 1160-130, Reservists whose Length of Service (LOS) meets or exceeds HYT for their paygrade are ineligible to remain in a pay status and are ineligible for SELRES affiliation. The start date used for computing inactive duty HYT is the Pay Entry Base Date (PEBD) whereas the start date used for active duty HYT is the Active Duty service Date (ADSD). Due to this difference, a Reservist will have all periods spent under contract counted towards their HYT limits, including periods in the IRR. The following is provided for clarification:

a. **Length of Service (LOS).** The number of years of combined active and inactive Federal military service, regardless of branch of service, computed from PEBD. Inactive military service covers all periods of inactive duty (including delayed entry) served under a qualifying enlistment contract.

b. **HYT.** The maximum years of service authorized for each paygrade. Determination of HYT is based on LOS computed from PEBD.





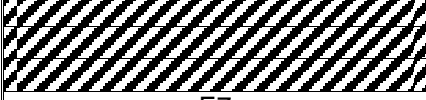
c. **Exhibit 050303**, High Year Tenure (HYT) Waiver Matrix, is provided for determining HYT review authority. This is a **review** of HYT computations for accuracy purposes only and not a waiver for HYT. An applicant reaching HYT during their drill status is required to submit a HYT waiver package per MILPERSMAN ART 1160-130. This is clarified and documented by having all applicants affiliating within three years of their actual HYT sign NAVPERS 1070/613 High Year Tenure, located on the NRC Directive page.

(1) Personnel who apply for enlistment in a temporary rate and will exceed HYT criteria during the time period authorized to complete rate permanency requirements are not eligible for affiliation.

**Note:** HYT limits are reflected in Exhibit 050301. The limiting date for removal from pay status is the end of the month HYT is reached. **Example:** An applicant with over 9 years of service is eligible for accession in temporary paygrade E4 provided they have a full 18 months to achieve rate permanency prior to the last day of the month of the calendar year in which they reach HYT. If the applicant does not have the requisite 18 months, s/he is ineligible.

d. NAVET applicants who reach HYT in the current calendar year are ineligible for affiliation without a PERS-913 HYT waiver. Waiver requests must be submitted via NAVCRUITCOM (N3).

#### EXHIBIT 050303. HIGH YEAR TENURE (HYT) WAIVER MATRIX

Paygrade (See Note 1)	Number of Years	Review Authority
E1/2	Less than	No review required
	3 less than 5	NAVCRUITDIST
	5 less than 6	PERS-913
	6 or more	Not Authorized
E3	Less than 6	No review required
	6 less than 9	NAVCRUITDIST
	9 less than 10	PERS-913
	10 or more	Not Authorized
E4	Less than 8	No review required
	8 less than 11	NAVCRUITDIST
	11 less than 12	PERS-913
	12 or more	Not Authorized
E5	Less than 16	No review required
	16 less than 19	NAVCRUITDIST
	19 less than 20	PERS-913
	20 or more	Not Authorized
E6	Less than 18	No review required
	18 less than 21	NAVCRUITDIST
	21 less than 22	PERS-913
	22 or more	Not Authorized
E7	24 or more	Not Authorized
E8	26 or more	Not Authorized
E9	30 or more	Not Authorized

**Note 1:** All waiver requests to PERS-913 shall be submitted via NAVCRUITCOM (N32).

**Note 2:** Personnel who are accessed with a temporary rate will have their HYT calculated using the temporary paygrade. Personnel accessed in a permanent rate will have their HYT calculated using their permanent paygrade.

e. **Transfer From Drill Pay Status.** Per BUPERSINST 1001.39, personnel who reach HYT are required to be transferred from drill pay status. Exhibit 050303 is not to be used as the basis for affiliation waivers but as an aid in computing the year in which an individual will reach HYT. **Example:** An E4 with 11 years of total service upon affiliation application will reach HYT three years later.

f. **HYT and Mobilization.** HYT status of a Ready Reserve member does not affect the member's availability for mobilization. They will be subject to mobilization authorities based on his/her assignment status at the time of mobilization (e.g., SELRES or IRR).

**050308. NAVET REDUCTION IN RATE.** Members released from active duty or transferred to the IRR may request affiliation in a lower paygrade (reduction in rate) in order to meet Navy Reserve manning requirements. Per COMNAVRESFORINST 1001.5, applicants electing reduction in rate are required to sign NAVPERS 1070/613 Reserve Reduction in Rate. BUPERSINST 1430.16 must be reviewed for computation of Time-in-Rate (TIR). A voluntary reduction in rate shall not be used to establish eligibility for an incentive bonus (if available) unless there are no recruiting reservations for the member's current rating and the rating is closed for recruitment.

a. Applicants are ineligible if reduction in rate would place them under HYT provisions per Article 050307.

b. **E3 NAVETs.** NAVETs in paygrade E3 (designated strikers) requesting removal of designator must sign NAVPERS 1070/613 Reserve Removal of Designator.

#### **050309. AFFILIATION OF NON-DRILLING RESERVIST**

a. **Non-Drilling Reservists With Less Than 12 Months On Contract.** Personnel having less than 12 months remaining on contract, or who must reenlist for program or GI Bill eligibility, must complete an entire NAVET enlistment application.

b. **Voluntary Training Unit (VTU).** The NOSC assigns personnel to the VTU. When a member is approved for return to a pay status, the appropriate NAVCRUITDIST will adjudicate the application using the following guidelines:

(1) The NAVCRUITDIST will assign a reservation number for a local accession for E6 and below applicants with an available reservation number.

(2) The NAVCRUITDIST will forward a records review kit to NAVCRUITCOM for E6 and below applicants without an available reservation number. NAVCRUITCOM will liaison with NAVRESFOR (N1) as necessary.

(3) The NAVCRUITDIST will forward a records review kit to NAVCRUITCOM for E7, E8, and E9 personnel regardless of reservation availability. NAVCRUITCOM will liaison with NAVRESFOR (N1) as necessary.

(4) The following must be included in the application:

- (a) Recruiting Quality Assurance Sheet
- (b) NAVRES 1326/2 transferring the member to the VTU
- (c) NAVRES 1326/4 returning member to a pay status
- (d) NAVCRUITCOM approval documentation

**050310. RESERVE AFFILIATION RATING REQUIREMENTS.** All applicants affiliating via a change of rate must meet the requirements contained in Volume IV, Chapter 1, Section 6, Exhibit 010601. Applicants affiliating in the same rate must also meet the requirements contained in Volume IV, Chapter 1, Section 6, Exhibit 010601.

a. **Rating Restrictions.** Applicants may access into ratings requiring a Class “A” School (as listed in the CREO NAVADMIN) without attending the applicable school but may be required to attend the school upon mobilization if they have not progressed in the rating beyond the training provided at the “A” School. Applicants must meet minimum eligibility requirements to attend Class “A” School as outlined in MILPERSMAN Article 1306-618 and must meet all other requirements for the specific rating as delineated in NAVPERS 18068, BUPERSINST 1430.16, and the current CREO NAVADMIN.

b. **Performance (Typing) Tests.** Temporary rating LN and YN personnel must successfully complete performance testing in order to affiliate. The below guidelines apply:

(1) Candidates (except LN) may take the typing test on either a typewriter or a personal computer. Candidates may use word processing software in a regular typing mode but are prohibited from using features such as spell check, word wrap, or backspace. LN candidates **must** take the typing test on a typewriter. All LN, and YN applicants must type a minimum of 40 WPM.

(2) **Procedures.** NAVPERS 18068 and BUPERSINST 1430.16 contain specific guidance for performance test administration and requirements. Refer to article 040109b for typing test administration.

c. **Master-at-Arms (MA) Applicants.** MA applicants for affiliation via rating conversion must meet the requirements established in Volume IV, Chapter 1, Section 6, Exhibit 010601, complete a PSSQ Screening per Volume IV, Chapter 4, Section 3, and the following:

(1) Applicants must not be currently employed, full or part-time, as a private investigator or bail bondsman.

(2) Applicants must have no NJP or convictions in civilian or military courts in the three-year period preceding affiliation application. Personnel with repeated military offenses or convictions by civilian or military authorities for any offenses reflecting unfavorably upon their integrity are ineligible for affiliation. Personnel with domestic violence conviction(s) are ineligible. No waivers of this requirement are authorized.

(3) Applicants must hold a valid state driver's license. Applicants with a suspended license are ineligible.

(4) Applicants must exhibit verbal and written command of the English language. No speech impediments are allowed.

(5) Applicants must have no history of mental impairment or disorder, emotional instability, alcoholism, drug abuse, or any other condition that impairs the performance of law enforcement and security duties.

(6) Applicants must be in good physical condition and capable of sustained exertion, meet body composition standards, no documentation of being out of body composition standards within one year of the application date, and be fit for full duty.

(7) Applicants must have a minimum of 36 months obligated service remaining on their current enlistment from the conversion date for acceptance as MA.

(8) Applicants must be HSDG or HSG. No waivers of this requirement are authorized.

d. **Application Procedures.** All applications for affiliation via conversion to the MA rating must contain a letter of recommendation from a Limited Duty Officer (649X), Chief Warrant Officer (749X), or Master-at-Arms (E7 or above) specifically stating that the applicant meets all MA-specific eligibility requirements. NAVCRUITDISTs that have none of the aforementioned individuals available for interviewing shall have the NAVCRUITDIST CO interview the applicant and provide an endorsement. The NAVCRUITDIST COs endorsement must include a statement that no Limited Duty Officers (649X), Chief Warrant Officers (749X), or Master-at-Arms (E7 or above) are available to conduct the required interview. Additionally, a complete physical examination must be included for verification of color perception and vision requirements.

e. **Hospital Corpsman Specialties.** Civilian trained and certified Surgical Technicians, Radiology Technicians, Laboratory Technicians, Pharmacy Technicians,

and Cardio-Pulmonary Technicians may be accessed if they meet the following requirements:

- (1) Possess a current, valid certification in their respective field.
- (2) Possess proof of training from an accredited institution.
- (3) Provide two letters of recommendation from a civilian medical facility.
- (4) A vacant billet must be available with the NEC for which the applicant is applying. NECs will be awarded upon approval from NAVCRUITCOM (N3). NAVPERSCOM will assign the NEC once the member's gain is reflected in the Inactive Manpower and Personnel Management Information System (IMAPMIS). The Navy Enlisted Classification (NEC) Change Request, available in CIRIMS, must be submitted with the kit.
- (5) Under no circumstances will a technician be accessed into a general duty HM billet.
- (6) **Medical Assistants.** Certified Medical Assistants (CMA) may be accessed into a general duty HM billet. They must have a current certification in Medical Assisting from the American Association of Medical Assistants.



## SECTION 4

### RESERVE COMPONENT RESERVATION CATEGORIES

**050401. GENERAL.** The following reservation categories pertain to CIRIMS:

a. **Bought/Not Attained (BNA) Reservation.** BNA is used to hold a reservation for a short time period to allow for enlistment or affiliation. Only one reservation is authorized per applicant. BNA reservations for Prior Service (PS) applicants and active duty Sailors who commit to Reserve affiliation immediately upon EAOS (Active to Reserve Integration (ARI)) shall be cancelled after 60 consecutive days from the original reservation request.

**Note:** A bought reservation must be attached to an enlistment/affiliation package before final approval is obtained.

b. **Pending List.** Used when a recruiter enters the applicant's information and the rate s/he is applying for into CIRIMS. In cases of a temporary/permanent rank/rate situation, the recruiter shall enter the temporary rank/rate.

**050402. APPLICANT REQUIREMENTS.** Applicants shall meet the following requirements **prior to** initiating a classification interview or executing a reservation:

a. Applicants shall be informed of the rating/program reservation being requested via CIRIMS and shall be informed once the reservation request has been approved either in person or telephonically.

b. A complete enlistment/affiliation kit must be entered into CIRIMS.

c. Applicants must have a complete, valid enlistment physical examination and have been determined to be "physically qualified".

d. All required waivers (excluding Reserve waivers above the CO level) must be completed and documented on enlistment/affiliation documents **before** a reservation is made.

e. Applicants must be determined to be completely qualified in all respects for enlistment/affiliation in the rating/program being offered.

f. Applicants shall have only one reservation in CIRIMS at any one time. Multiple reservations for any one applicant is prohibited.

g. The NAVCRUITDIST Recruiting Operations Officer is responsible for tracking all reservations and ensuring abuse does not occur.

**050403. Program Approval for SELRES Processing.** Applicants that require an eligibility determination must receive approval from the proper Approving Authority prior to approval for a specific program. Refer to exhibit 050401.

**EXHIBIT 050401. SELRES PROCESSING PROGRAM APPROVAL MATRIX**

<b>Program</b>	<b>Approving Authority</b>
<b>RECORDS REVIEW – see requirements/waivers</b>	
E6 and below with a reservation number	NRD
E6 and below without a reservation number	NRC
E7, E8, and E9 applicants	NRC via BUPERS-32
<b>NAVET – see program requirements/waivers</b>	
Under USN contract with no change of rating (other than CT, IS, MA, IT, LN, SO, SB, ND, EOD, and RP applicants)	NRD
CT, IS, MA, IT, LN, and RP applicants under USNR contract	NRC via Appropriate PM
Discharged less than 4 years	NRD
Discharged 4 or more years electing permanent paygrade	NRC
CT, IS, MA, IT, LN, SO, SB, ND, EOD, and RP applicants	NRC via Appropriate PM
Reduction in Rate	NRC
<b>NAVET INCENTIVE – see program requirements/eligibility determinations</b>	
Eligible for NAVET Incentive	Appropriate NRD
HM and HMDA applicants discharged less than 4 years	NRD
HM, and HMDA applicants discharged 4 or more years	NRC
E-7, E-8, and E-9 applicants	NRC via BUPERS-32
CT, IS, MA, IT LN, SO, SB, ND, EOD, and RP applicants	NRC via Appropriate PM
E6 and below reduction in rate requests	NRC
E7, E8, and E9, reduction in rate requests	BUPERS-32 via NRC
<b>NAVET ELAPSED TIME – see program requirements/eligibility determinations</b>	
E6 and below applicants	NRC
HM and HMDA field applicants	NRC
E7, E8, and E9 applicants	NRC via BUPERS-32
CT, IS, MA, IT, LN, and RP applicants	NRC via Appropriate PM
<b>PRISE –R – see program requirements/eligibility determinations</b>	
Non-“A” School required ratings	NRC
“A” School required ratings	NRC via BUPERS-32
CT, IS, MA, IT, LN, SO, SB, ND, EOD, and RP applicants	NRC via Appropriate PM
AWV	NRC via BUPERS-32
<b>OSVET – see program requirements/eligibility determinations</b>	
Direct primary MOS/AFSC/Rating conversion applicants	NRD
Non-direct conversion applicants	NRC
CT, IS, MA, IT, LN, and RP applicants	NRC via Appropriate PM
E6 and below reduction in rate requests	NRC
E7, E8, and E9 reduction in rate requests	NRC via BUPERS-32
E7, E8, and E9 applicants	NRC Via BUPERS-32

**EXHIBIT 050401. SELRES PROCESSING PROGRAM APPROVAL MATRIX (cont.)**

<b>Program</b>	<b>Approving Authority</b>
<b>DPEP – see program requirements/eligibility determinations</b>	
Non-“A” School required E4 and Below	NRC
All other applicants	NRC
CT, IS, MA, IT, LN, and RP applicants	NRC via Appropriate PM
<b>VTU</b>	
IRR TO VTU for purpose of Mobilization	PERS-913 via NRC
VTU to SELRES	See above NAVET REQ
IRR to VTU NON MOBILIZATION	NOSC CO via NRD

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